



**DoD Contractor Personnel Office**

# **DOCPER Contractor Online Processing System**

## **Instruction Manual for Online Processing**

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Version 2.0

Date: 26 July 2006

## **Goals of the DCOPS System and Process**

- **Streamline “paper-flow” (Presidential Management Agenda)**
- **Increase Security (FOUO Information)**
- **Simplify Record Keeping**
- **Improve Reliability of Data**
- **Reduce data entry errors**

# 5 COR Steps to TESA/ASSA Approval Process Overview (Phase 1)

## Phase I: Contract Approval

### COR Step 1: Initiate process

COR transmits KO-signed designation letter to DOCPER.

DOCPER generates COR login & initial password

### COR Step 2: “Complete”/Submit DCOPS Contract

COR completes online AE 715-9A, uploads documents



COR submits completed contract to

DOCPER

DOCPER returns for modification/correction  
Or DOCPER notifies COR if contract rejected

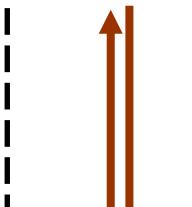


DOCPER reviews contract documents:  
- Approves (DOCPER approval) or  
- Denies contract

**Phase I done:  
contract approved,  
both DOCPER and  
Land concurrently  
approve.**



Status Approved



Land reviews contract documents:  
- Approves (Land approval) or  
- Denies contract

DOCPER notifies COR  
of approval to proceed

## Phase II: Individual Application Approval

# 5 COR Steps to TESA/ASSA Approval Process Overview (Phase 2)

## Phase I: Contract Approval

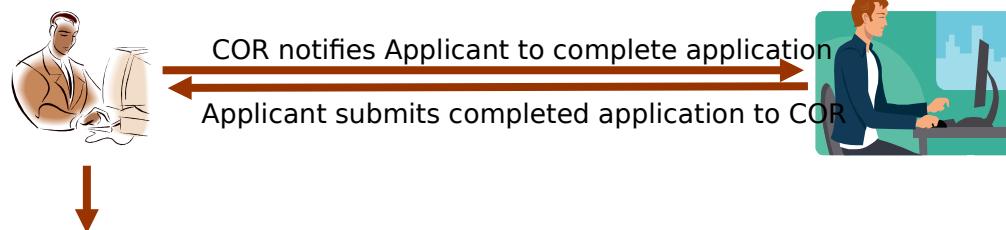
DOCPER notifies COR  
of approval to proceed

### Phase II: Individual Application Approval

#### COR Step 3: Generate the Applicant

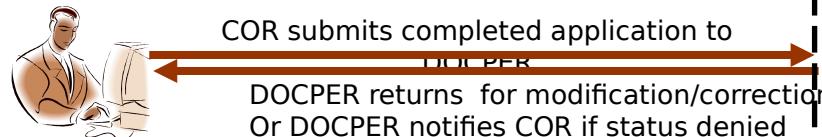
COR "generates" applicant's DCOPS  
login ID

#### COR Step 4: "Complete" application



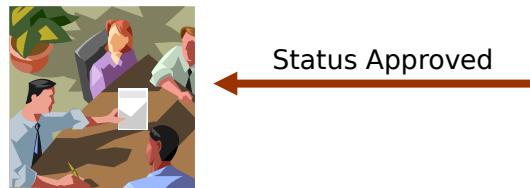
Applicant completes  
**online AE FORM 715-9C**  
& uploads documents

#### COR Step 5: Submit DCOPS Application



DOCPER reviews applicant document  
- Approves (DOCPER approval) or  
- Denies applicant accreditation

**Phase II done:**  
Individual Application  
Status accreditation  
approved  
DOCPER issues 1172-2



Land reviews applicant documents:  
- Approves (Land approval) or  
- Denies applicant accreditation

## TESA/ASSA Approval Process - Details

- **Levels of Status Accreditation**
  - **ME - Military Exigency, 10 weeks, requires ME Memo signed by O-6 or above**
  - **Conditional - 120 days, bilateral approval, no German address yet**
  - **Full - earlier of 3 years/end of contract, bilateral approval, German address**
- **Can begin submitting Applications upon DOC PER Contract Approval**
- **“Contract Notification” and “COR Transmittal” Memoranda no longer required**
- **DCOPS enables delegation**
  - **to PM (contract and applications) and**
  - **to Applicant (applications)**
- **DCOPS not for TESA/ASSA TDY or FAX-Back**
- **Concept of “Managing by DCOPS Status”**

# “Managing by DCOPS Status”

Each step in the DCOPS process has a corresponding “Status” which reflects current progress in the approval process.

(Not to be confused with Status under NATO SOFA)



To manage the DCOPS process ask these questions:

Why?

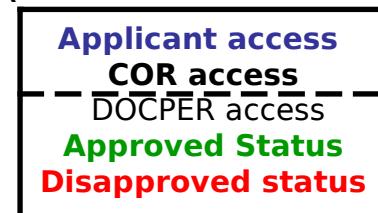
Who triggered the current status?

Who has access under this status?

What action is required?

## Contract Status

- **Pending Submission to DOCPER**
- Pending Review by DOCPER
- **Returned to COR**
- Approved by DOCPER
- Disapproved by DOCPER
- **Land OK (Phase I Done)**
- Mod Requested by COR
- **Mod Pending Submission to DOCPER**
- Mod Pending Review by DOCPER
- Mod Approved by DOCPER
- **Mod Returned to COR**
- Mod Complete
- **Expired by System**



## Applicant Status

- **Pending Submission to COR**
- **Pending Review by COR**
- **Returned to Applicant**
- Pending Review by DOCPER
- Approved by DOCPER
- Approved by DOCPER - ME
- **Land OK (Phase II Done)**
- **Denied (DOCPER) - JD, OR, Qual \***
- **Denied (Land) - JD, OR, Qual \***
- **Application Expired**
- **Job Offer Declined**
- **Deferred**
- **Replaced**
- **Returned Without Action**
- **Terminated**

# DCOPS Access

**DCOPS provides log-in URL, ID (authenticated Email address) and temporary password which enables access.**

Subject: Contract Notification--DOCPER Contractor Online Processing System

You have been confirmed as the COR for:

Contract Number: CN123456-45  
Delivery Order: DL123456

You must login to the DOCPER Contractor Online Processing System WEB application to fill out the Contraction Notification Form (715-9A) and to add applicants to this contract.

Your User ID is your email address  
Your Initial Password will be AAAa##8349  
(note: you will be prompted to change your password upon your first logon)

To login, click on the link below (or cut and paste the link into your browser address block)

<https://dcops.hqusareur.army.mil/users?guid=f95c7cffeld54539800df9bc918396de>

NOTE: you must initially use the entire link displayed above---it contains a proprietary Globally Unique Identifier (GUID) to verify that this email authorized your use of this system.

Once you have successfully logged on, you will not need the GUID in the URL for future logins.

Remember, to start the approval process, we must have your current contract-related information:

- 1) COR transmittal letter (no specific format)
- 2) Copy of the signed contract document
- 3) Copy of the Statement of Work (SOW)
- 4) Copy of all Subcontractor agreements (if applicable)
- 5) Copy of all TE/AS/TC Job Descriptions
- 6) COR Designation Letter (must be signed by Contracting Officer)

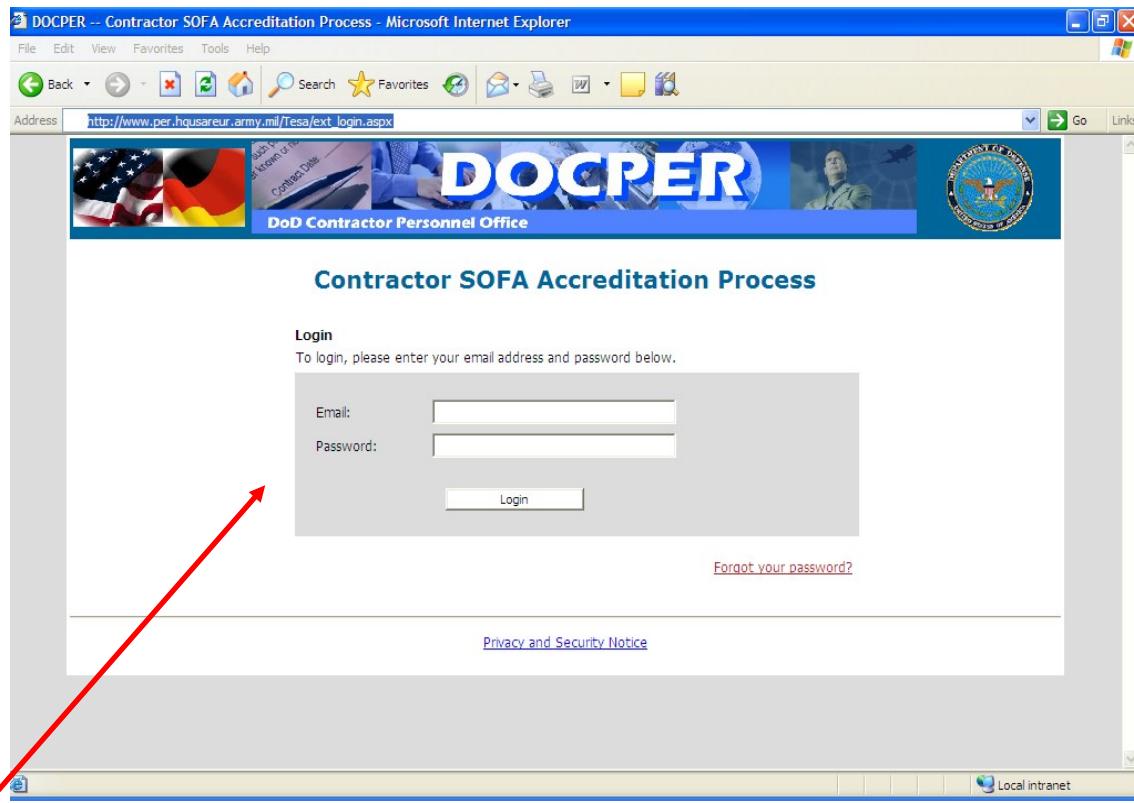
## Step 1: Initiate the Process

**The Contracting Officer's Representative (COR) notifies the DOD Contractor Personnel Office (DOCPER) that he/she is the COR for a particular contract to be used in Germany.**

**The COR provides his/her COR designation letter (signed by the Contracting Officer, or KO) via PDF format or by fax.**

**DOCPER assigns an action team to work with the COR. The DOCPER team provides a login and password to the COR via e-mail, and enters the contract number in the database.**

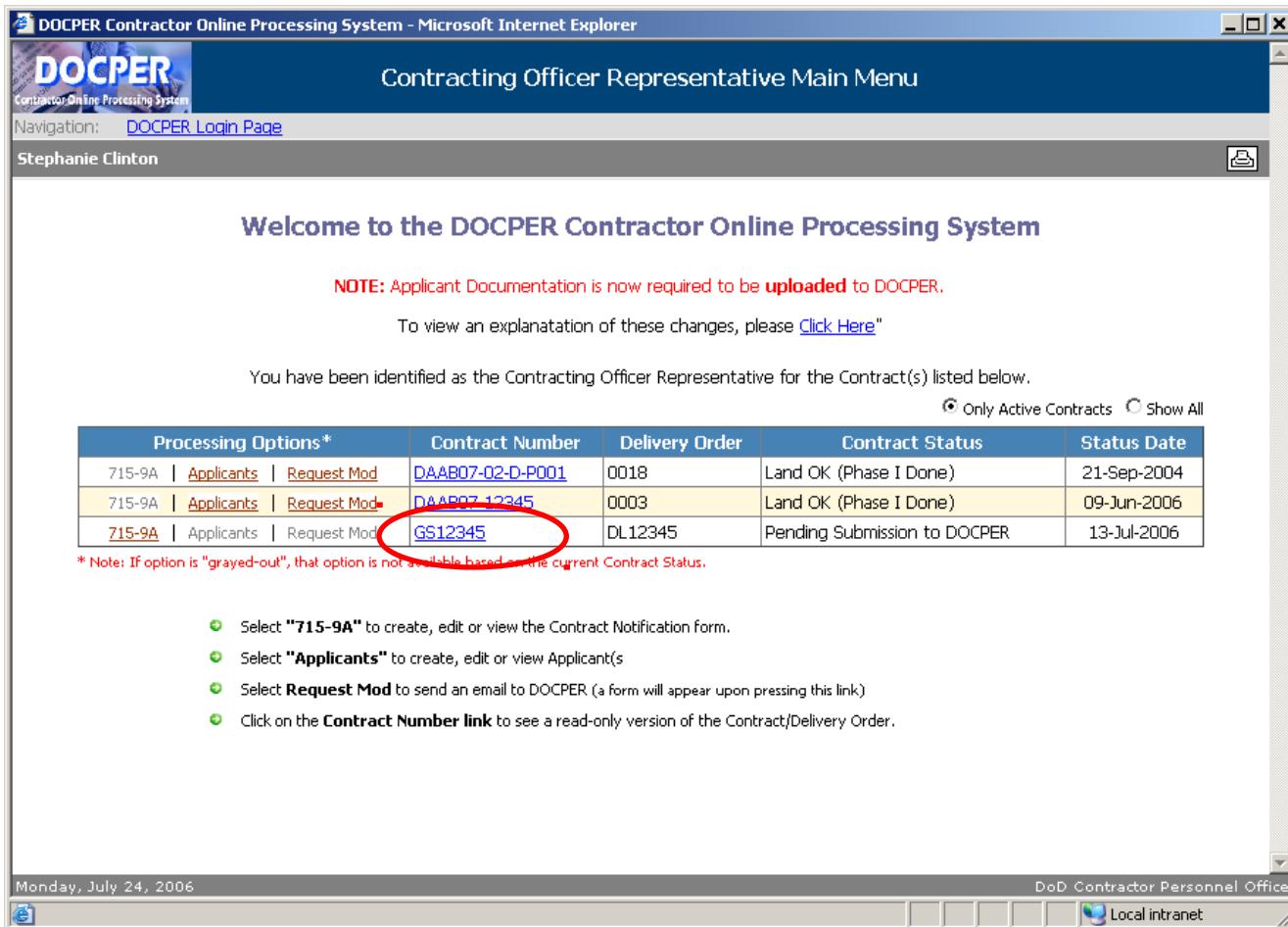
**The COR can now log in and see his/her contract.**



Step 1: Initiate the Process

# DCOPS Contract Management

In this case, we can see the COR has three contracts in the TESA database. The COR sees that the latest contract (bottom-listed) is at the beginning stage, "Pending submission to DOCPER."



DOCPER Contractor Online Processing System - Microsoft Internet Explorer

Contracting Officer Representative Main Menu

Navigation: [DOCPER Login Page](#)

Stephanie Clinton

Welcome to the DOCPER Contractor Online Processing System

NOTE: Applicant Documentation is now required to be **uploaded** to DOCPER.

To view an explanation of these changes, please [Click Here](#)

You have been identified as the Contracting Officer Representative for the Contract(s) listed below.

Only Active Contracts  Show All

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
715-9A   <a href="#">Applicants</a>   <a href="#">Request Mod</a>	DAAB07-02-D-P001	0018	Land OK (Phase I Done)	21-Sep-2004
715-9A   <a href="#">Applicants</a>   <a href="#">Request Mod</a>	DAAB07-12345	0003	Land OK (Phase I Done)	09-Jun-2006
715-9A   <a href="#">Applicants</a>   <a href="#">Request Mod</a>	<a href="#">GS12345</a>	DL12345	Pending Submission to DOCPER	13-Jul-2006

\* Note: If option is "grayed-out", that option is not available based on the current Contract Status.

- Select "715-9A" to create, edit or view the Contract Notification form.
- Select "Applicants" to create, edit or view Applicant(s)
- Select Request Mod to send an email to DOCPER (a form will appear upon pressing this link)
- Click on the **Contract Number** link to see a read-only version of the Contract/Delivery Order.

Monday, July 24, 2006

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Step 1: Initiate the Process

## Step 2: “Complete” and Submit the contract

The COR clicks on the “715-9A” link (the number of the contract notification form), and is presented with the first page of the form.

Processing Options*	Contract Number	Delivery Order	Contract Status
715-9A   Applicants   Request Mod	GS-99F-99991	99-99999-99	a) Form Pending Submission to DOCPER

**DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer**

**Contract Details**

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton

Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the **SAVE** and **CONTINUE** button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press **Review Application**.

**Review Application** | **Submit to DOCPER** | **Save and Continue** | **Cancel**

Article Number: 73-Technical Expert

Effective Date: 01-Apr-1999

End Period of Performance: 30-Sep-2007

Final Date: 30-Sep-2007

Remarks: Modification P00024 extend period of performance 9/30/2003 Modification P00026 extends period of performance 9/30/2007 \*T1

Tuesday, May 02, 2006

DoD Contractor Personnel Office

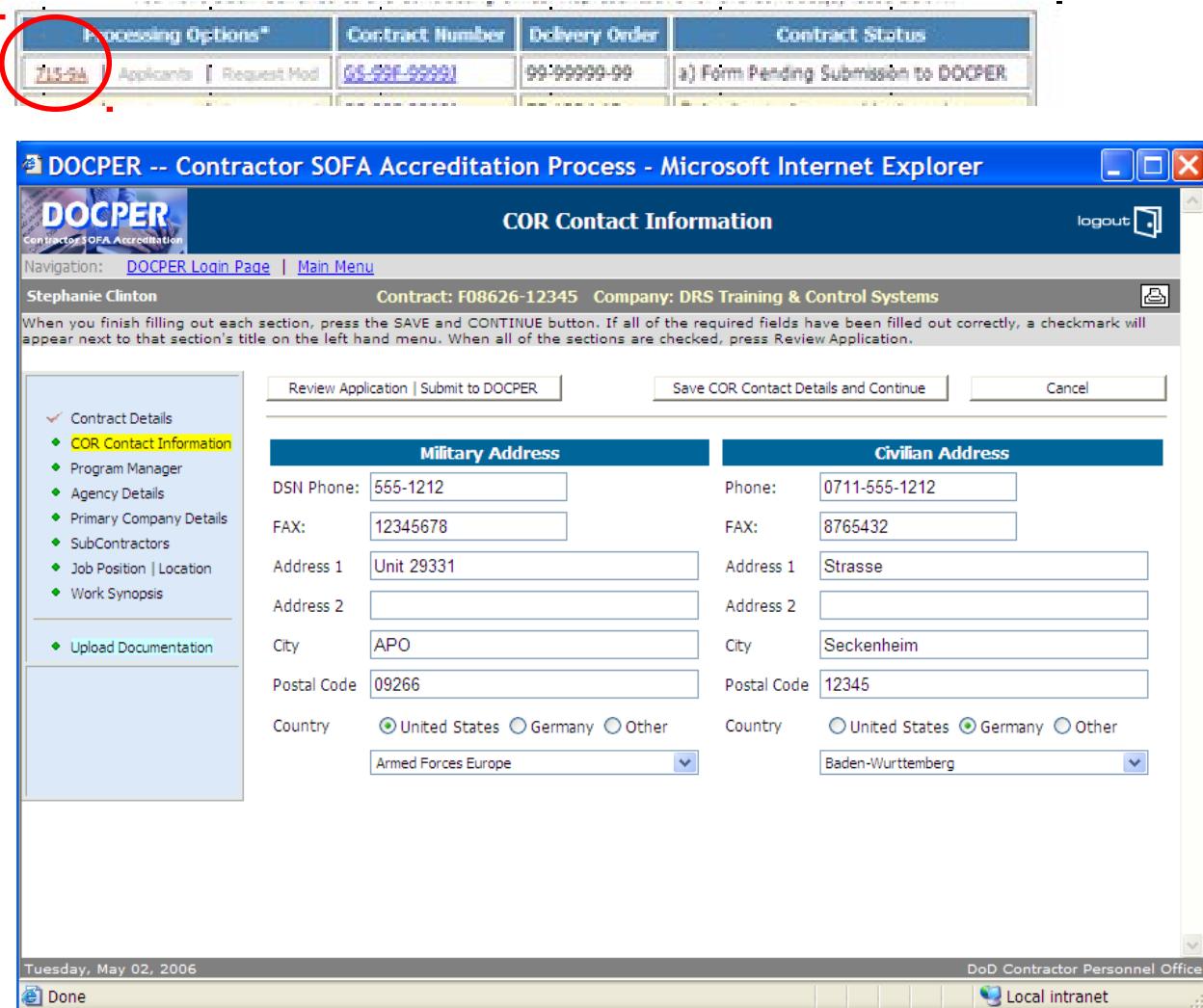
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The Upload Documentation link will be described in later slide.

Step 2: “Complete” and Submit the contract

# Stepwise Contract Completion Tracking

A check appears next to each item listed in the blue box as it is completed and saved.



DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER  
Contractor SOFA Accreditation

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

Review Application | Submit to DOCPER | Save COR Contact Details and Continue | Cancel

**Military Address**

DSN Phone: 555-1212

FAX: 12345678

Address 1: Unit 29331

Address 2:

City: APO

Postal Code: 09266

Country:  United States  Germany  Other

Armed Forces Europe

**Civilian Address**

Phone: 0711-555-1212

FAX: 8765432

Address 1: Strasse

Address 2:

City: Seckenheim

Postal Code: 12345

Country:  United States  Germany  Other

Baden-Wurttemberg

Tuesday, May 02, 2006

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Done

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Step 2: “Complete” and Submit the contract application

# Delegating to the PM (/POC)

Once the basic information is entered, the COR can delegate completion of the contract information to the contract Program Manager (PM), the contractor employee with oversight responsibility of the contract or delivery order at issue.

**NOTE: The COR is always responsible**

- for the accuracy of the information and
- for transmission to DOCPER.

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

Program Manager | Point of Contact

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the **SAVE** and **CONTINUE** button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press **Review Application**.

Contract Details ✓  
COR Contact Information ✓  
    ◆ **Program Manager**  
    ◆ Agency Details  
    ◆ Primary Company Details  
    ◆ SubContractors  
    ◆ Job Position | Location  
    ◆ Work Synopsis  
    ◆ Upload Documentation

Review Application | Submit to DOCPER | Save and Continue | Cancel

Provide the following information for program manager or other responsible party **IN GERMANY** (with civilian German Address)--If management is located in the USA, provide the senior contract representative in Germany.

E-Mail  First Name  Last Name   
Phone  FAX:   
Address 1  Address 2   
City  Postal Code   
Country  United States  Germany  Other

Do you want to Delegate the filling out of your Form to this Program Manager?  YES  NO

**Note:** By selecting "YES", you will be creating a Login account for this Program Manager. They will be able to fill out all of the information required in this form, but only you will be able to Submit it to DOCPER for Review.

Tuesday, May 02, 2006

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Done Local Intranet

To delegate to the PM, the COR indicates "yes" (clicking the radio button).

**COR  
only**

Step 2: "Complete" and Submit the contract.

# Delegating to the PM

After receiving an e-mail from the COR giving him the link to the login screen and a password, the PM can log in.

The PM sees only the contract(s) for which (s)he is the designated PM.....

And those sections of the contract that (s)he can complete....

Program Manager sees a subset of the contract process.



PM only

Step 2: "Complete" and Submit the contract

# Completing Agency and Company Information

The COR|PM completes the 715-9A form....

**DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer**

**DOCPER**  
Contractor SOFA Accreditation

**Agency Details**

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton      Contract: F08626-12345      Company: DRS Training & Control Systems

When you finish filling out each section, press the **SAVE** and **CONTINUE** button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press **Review Application**.

**Review Application** | **Submit to DOCPER**      **Save Agency Details and Continue**      **Cancel**

Agency Name:

Please select the appropriate category for the agency listed above.

<b>Military Address</b>		<b>Civilian Address</b>	
Address 1	<input type="text" value="Unit 293399"/>	Address 1	<input type="text" value="Main Street"/>
Address 2	<input type="text"/>	Address 2	<input type="text"/>
City	<input type="text" value="APO"/>	City	<input type="text" value="San Jose"/>
Postal Code	<input type="text" value="09266"/>	Postal Code	<input type="text" value="95114"/>
Country	<input checked="" type="radio"/> United States <input type="radio"/> Germany <input type="radio"/> Other	Country	<input checked="" type="radio"/> United States <input type="radio"/> Germany <input type="radio"/> Other
	<input type="button" value="Armed Forces Europe"/>		<input type="button" value="California"/>

Tuesday, May 02, 2006      DoD Contractor Personnel Office

**Done**      Local intranet

**Step 2: “Complete” and Submit the form at**

# Adding/Editing Sub-contractors

**The COR|PM can also edit or remove existing subcontractors ... or add one.**

**DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer**

**SubContractor Details**

[logout](#)

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton

Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the **SAVE** and **CONTINUE** button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press [Review Application](#).

[Review Application](#) | [Submit to DOCPER](#) | [Save and Continue](#) | [Cancel](#)

[To add a SubContractor CLICK HERE](#)

SubContractor Details		
<a href="#">Remove</a>	Advanced Engineering & Planning C, Inc.   15800 Crabbs Branch Way Suite 300 Rockville, MD US 20855-2604	<a href="#">Edit</a>
<a href="#">Remove</a>	General Dynamics   c/o Phillip Rodammer Hammonds Bks, Bldg 970, Rm 316 MA-Seckenheim, BW DE 68239	<a href="#">Edit</a>

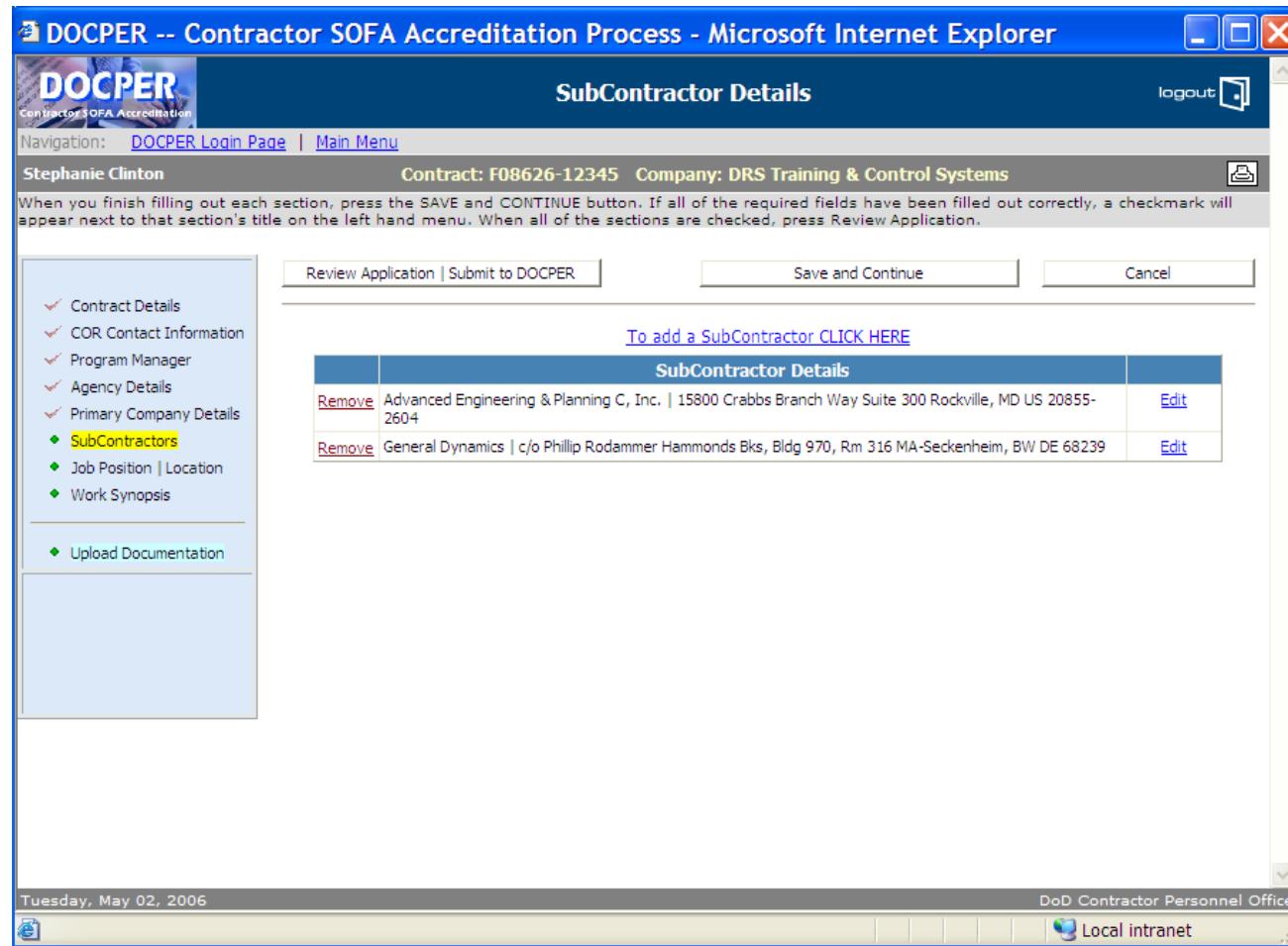
✓ Contract Details  
✓ COR Contact Information  
✓ Program Manager  
✓ Agency Details  
✓ Primary Company Details  
◆ SubContractors  
◆ Job Position | Location  
◆ Work Synopsis

◆ Upload Documentation

Tuesday, May 02, 2006

DoD Contractor Personnel Office

Local intranet



**Step 2: “Complete” and Submit the contract**

## Adding Job Positions

**The next task is adding the Job Positions and locations to the form 715-9A. In filling out a new form, there will be no positions to edit. The positions must be ADDED.....**

**As in all other steps, the COR/PM “Saves and Continues” when done**

....

Many

**DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer**

**Job Position | Location**

[logout](#)

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton

Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the **SAVE** and **CONTINUE** button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press **Review Application**.

[Review Application](#) | [Submit to DOCPER](#) | [Save and Continue](#) | [Cancel](#)

[To add Job Position CLICK HERE](#)

	# Positions	Job Position / Location Details	
<a href="#">Remove</a>	1	Spangdahlem   Program Manager   TE	<a href="#">Edit</a>
<a href="#">Remove</a>	1	Spangdahlem   Site Supervisor   TE	<a href="#">Edit</a>
<a href="#">Remove</a>	6	Spangdahlem   UAP Engineers   TE	<a href="#">Edit</a>
<a href="#">Remove</a>	2	Spangdahlem   UAP Technicians   none	<a href="#">Edit</a>
<a href="#">Remove</a>	2	Spangdahlem   UDS Associate Engineers   none	<a href="#">Edit</a>
<a href="#">Remove</a>	3	Spangdahlem   UDS Engineer   TE	<a href="#">Edit</a>

Tuesday, May 02, 2006

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[Done](#)

Local intranet

**Step 2: “Complete” and Submit the form**

## Entering the Work Synopsis

**The next task is entering a summary of the performance work statement. Note that text is limited to 2000 characters. A 'counter' will display how many characters are left that can be added to your synopsis...note that when the counter is 0, you will not be able to enter more text.**

**As in all other steps, the COR/PM “Saves and Continues” when done ....**

DOC PER Contractor's OFA Accreditation

Work Synopsis

logout

Navigation: [DOC PER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the **SAVE** and **CONTINUE** button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press **Review Application**.

[Review Application](#) | [Submit to DOC PER](#) [Save Work Synopsis and Continue](#) [Cancel](#)

SYNOPSIS: briefly Nature and scope of work--- **summary** of Performance Work Statement. NOTE: Exclude work that is not to be performed in Germany.

1601 characters left

briefly Nature and scope of work--- summary of Performance Work Statement. NOTE: Exclude work that is not to be performed in Germanybriefly Nature and scope of work--- summary of Performance Work Statement. NOTE: Exclude work that is not to be performed in Germanybriefly Nature and scope of work--- summary of Performance Work Statement. NOTE: Exclude work that is not to be performed in Germany

Use plain language in describing work. For example, all acronyms must be spelled out on their initial reference.

Please limit your response to one-half (1/2) page.

Tuesday, May 02, 2006

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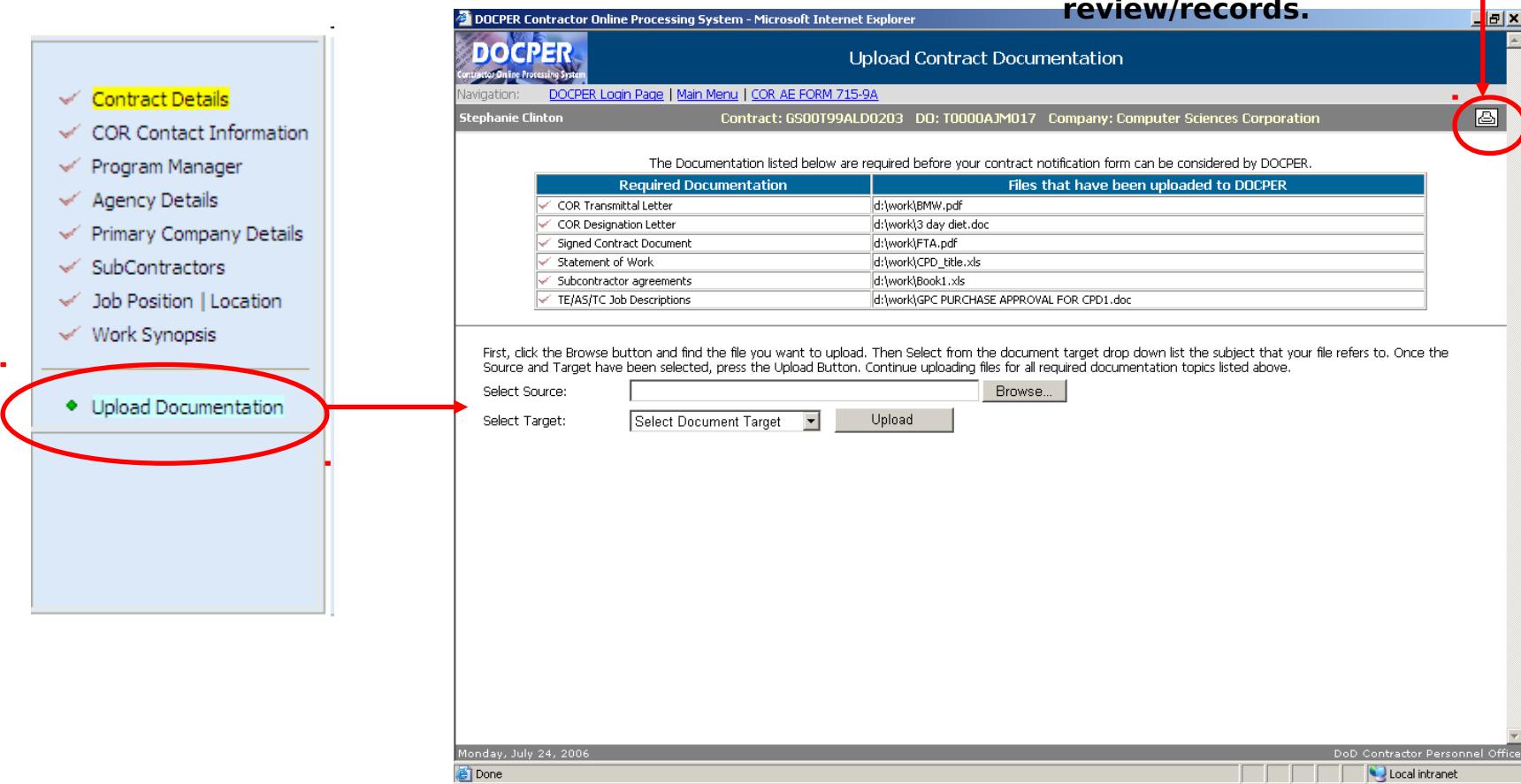
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**Step 2: “Complete” and Submit the synopsis**

# Uploading Contract Documents

**Anytime during the completion of the contract but BEFORE submitting to DOCPER for review, you must upload all of the required documentation.**

**Print this screen of the uploaded documents for review/records.**



DOCPER Contractor Online Processing System - Microsoft Internet Explorer

DOCPER

Contractor Online Processing System

Navigation: [DOCPER Login Page](#) | [Main Menu](#) | [COR AE FORM 715-9A](#)

Stephanie Clinton Contract: Q500T99ALD0203 DO: T0000AJM017 Company: Computer Sciences Corporation

The Documentation listed below are required before your contract notification form can be considered by DOCPER.

Required Documentation	Files that have been uploaded to DOCPER
<input checked="" type="checkbox"/> COR Transmittal Letter	d:\work\BMW.pdf
<input checked="" type="checkbox"/> COR Designation Letter	d:\work\3 day diet.doc
<input checked="" type="checkbox"/> Signed Contract Document	d:\work\FTA.pdf
<input checked="" type="checkbox"/> Statement of Work	d:\work\CPD_title.xls
<input checked="" type="checkbox"/> Subcontractor agreements	d:\work\Book1.xls
<input checked="" type="checkbox"/> TE/AS/TC Job Descriptions	d:\work\GPC PURCHASE APPROVAL FOR CPD1.doc

First, click the Browse button and find the file you want to upload. Then Select from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Select Source:

Select Target:

Monday, July 24, 2006

DoD Contractor Personnel Office

Local intranet

**Step 2: “Complete” and Submit the contract.**

## Stepwise Completion Tracking

Once everything is complete, each item in the blue box (red circle) is checked. Now the COR—(PM does not have this function)---can give a final review of the application....

The screenshot shows a Microsoft Internet Explorer window for the DOCPER system. The title bar reads "DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer". The main content area is titled "Contract Details" and shows a "Contract: F08626-12345" and "Company: DRS Training & Control Systems". A message at the top of the form states: "When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application." On the left side, a vertical menu is displayed within a red box, listing the following items with checkmarks: "Contract Details", "COR Contact Information", "Program Manager", "Agency Details", "Primary Company Details", "SubContractors", "Job Position | Location", and "Work Synopsis". At the top right of the form, there are three buttons: "Review Application | Submit to DOCPER" (which is highlighted with a red circle), "Save and Continue", and "Cancel". Below these buttons, there are several input fields: "Article Number" (73-Technical Expert), "Contract Number" (F08626-12345), "Effective Date" (01-Apr-1999), "Delivery Order" (empty), "End Period of Performance" (30-Sep-2007), "BPA" (empty), "Final Date" (30-Sep-2007), and "Remarks" (containing the text "Modification P00024 extend period of performance 9/30/2003 Modification P00026 extends period of performance 9/30/2007 \*T1"). The bottom of the window shows the date "Tuesday, May 02, 2006", the "DoD Contractor Personnel Office" logo, and a "Local intranet" link.

Step 2: "Complete" and Submit the contract

# Contract Completion Verification

If there are mistakes or missing data in the 715-9A, DCOPS will note the parts requiring completion / revision.

Clicking on the “section” blue link redirects to the page with missing data.

Review Application | Submit to DOCPER (circled in red) | Save and Continue | Cancel

**DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer**

**Form 715-9A Review** | [logout](#)

Navigation: [Main Menu](#)

Stephanie Clinton | Contract: F08626-12345 | Company: DRS Training & Control Systems | [Print](#)

Please review the information listed below

[Return to Form 915-A](#)

Your application is incomplete. Please correct the following Item(s):

You must correct the issue(s) listed below from Section: [Job Position | Location](#) (circled in red)

- Company: Advanced Engineering & Planning C, Inc. has no Job|Positions assigned.
- Company: General Dynamics has no Job|Positions assigned.

You must correct the issue(s) listed below from Section: [Synopsis](#) (circled in red)

- Synopsis is required.

Below is all of the information you have entered into your Form 715-9A.

Contract Details			
Article Number	73	Contract Number	F08626-12345
Effective Date	01-Apr-1999	Delivery Order	
End Period of Performance	30-Sep-2007	BPA	
Final Date	30-Sep-2007		
Remarks	Modification P00024 extend period of performance 9/30/2003 Modification P00026 extends period of performance 9/30/2007 *T1		

**Primary Company**

Company Name	DRS Training & Control Systems
Civ. Phone	315-555-1212

Tuesday, May 02, 2006 | DoD Contractor Personnel Office | Local intranet

Step 2: “Complete” and Submit the contract.

# Contract Completion Verification

Once all areas are marked complete, the COR can submit to DOCPER for review.

**DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer**

**Form 715-9A Review**

[logout](#)

Navigation: [Main Menu](#)

Stephanie Clinton      Contract: F08626-12345      Company: DRS Training & Control Systems

Please review the information listed below

All required fields in this contract are complete. --- [Submit to DOCPER for Review](#)

Below is all of the information you have entered into your Form 715-9A.

Contract Details			
Article Number	73	Contract Number	F08626-12345
Effective Date	01-Apr-1999	Delivery Order	
End Period of Performance	30-Sep-2007	BPA	
Final Date	30-Sep-2007		
Remarks	Modification P00024 extend period of performance 9/30/2003 Modification P00026 extends period of performance 9/30/2007 *T1		

Primary Company	
Company Name	DRS Training & Control Systems
Civ. Phone	315-555-1212
Mil. Phone	
Address 1	654 Anchors St.
Address 2	
City	Fort Walton Beach
State Province	FL
Postal Code	32548
Country	US

Tuesday, May 02, 2006      DoD Contractor Personnel Office

[Done](#)      Local intranet

Step 2: “Complete” and Submit the contract.

# Contract Notification Email

**The COR submitting contract notification to DOCPER generates two e-mails.....**

All required fields on your application are complete. [Submit to DOCPER for Review](#)

Below is all of the information you have entered into your Form 715-9A.

..... One e-mail to  
DOCPER, saying that a  
Contract Notification has  
been sent.

Review Form 715-9A from Contractor SOFA Accreditation Process - Message (Plain Text)

From: DOCPER\_TESA.Web\_Site@us.army.mil  
To: dennis.p.sullivan@cpcoeur.army.mil  
Cc:  
Subject: COR Form 715-9A Review

Sent: Sun 1/15/2006 2:53 PM

John Smith has submitted their Form 715-A for review.  
Contract Number: GS-99F-9999J  
Delivery Order: 99-99999-99  
Please log into the TESA system to review this Contract Notification form.

=====  
NOTE: This is an automatically generated message. Please do not reply to this e-mail.  
=====

.... And a confirmation to the  
COR saying that the Contract  
Notification has been sent to  
DOCPER.

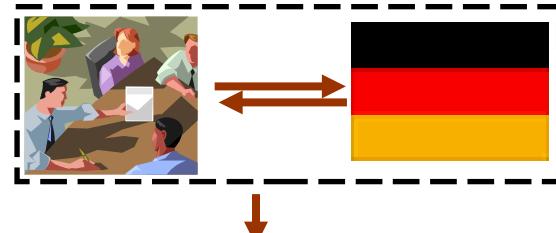
Review Form 715-9A from Contractor SOFA Accreditation Process - Message (Plain Text)

From: DOCPER\_TESA.Web\_Site@us.army.mil  
To: dennis.p.sullivan@cpcoeur.army.mil  
Cc:  
Subject: Review of Form 715-9A from Contractor SOFA Accreditation Process

Sent: Sun 1/15/2006 2:53 PM

Your Form 715-9A has been submitted to the DOC PER for review.  
Contract Number: GS-99F-9999J  
Delivery Order: 99-99999-99  
Please contact DOC PER if you have any questions.

=====  
NOTE: This is an automatically generated message. Please do not reply to this e-mail.  
=====



**Desired Outcome: Phase I Complete: contract approved**

**Step 2: “Complete” and Submit the contract**

## “Managing by Status” - Example 1

**The contract status for that contract will now show as “Pending Approval by DOCPER”.....**

**Processing options are “grayed out” indicating that the COR cannot revise it or add applicants until DOCPER responds.**

**If changes are required, through correspondence the status will be changed to “Returned to COR,” enabling COR access.**

IE DocPer Contractor Online Processing System - Microsoft Internet Explorer

**DOCPER**  
Contractor Online Processing System

Navigation: [DOCPER Login Page](#)

Stephanie Clinton

Welcome to the DOCPER Contractor Online Processing System

**NOTE:** Applicant Documentation is now required to be [uploaded](#) to DOCPER.

To view an explanation of these changes, please [Click Here](#)."

You have been identified as the Contracting Officer Representative for the Contract(s) listed below.

Only Active Contracts  Show All

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
715-9A   <a href="#">Applicants</a>   <a href="#">Request Mod</a>	DAAB07-02-D-P001	0018	Land OK (Phase I Done)	21-Sep-2004
715-9A   <a href="#">Applicants</a>   <a href="#">Request Mod</a>	DAAB07-12342	0003	Land OK (Phase I Done)	09-Jun-2000
715-9A   <a href="#">Applicants</a>   <a href="#">Request Mod</a>	GS12345	DL12345	Pending Review by DOCPER	26-Jul-2006

\* Note: If option is “grayed-out”, that option is not available based on the current Contract Status.

- Select “715-9A” to create, edit or view the Contract Notification form.
- Select “Applicants” to create, edit or view Applicant(s)
- Select Request Mod to send an email to DOCPER (a form will appear upon pressing this link)
- Click on the Contract Number link to see a read-only version of the Contract/Delivery Order.

Wednesday, July 26, 2006

DoD Contractor Personnel Office

[Done](#) Local intranet

## Step 3: COR generates Applicant's DOCPER Login ID

Clicking on “Applicants” brings up the list of positions approved for a the Contract/Delivery Order.....

“Select”ing the position and entering applicant information, generates DCOPS Applicant ID + Email.

Applicants receive individual logons and passwords, and can then fill out the application.

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
715-04 <input checked="" type="radio"/> Applicants <input type="radio"/> Request Mod	DAAB07-02-D-P001	0018	Land OK (Phase I Done)	21-Sep-2004
715-04 <input type="radio"/> Applicants <input checked="" type="radio"/> Request Mod	DAAB07-12245	0003	Land OK (Phase I Done)	09-Jun-2006
715-04 <input type="radio"/> Applicants <input type="radio"/> Request Mod			view by DOCPER	26-Jul-2006

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

Generate | View Applicants

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: GS12345 DO: DL12345 Company: Computer Sciences Corporation

Below are the current applicant(s) you have generated a login for this contract/delivery order. To Approve or Deny the application, click on their Name. If you want to remove this person from this Contract/Delivery Order, press the REMOVE link.

Only Active Applicants  Show All

Action	Name	Position Location	Application Status	Status Date	ME?
Remove	<a href="#">Arbuckel, Armand</a>	Stuttgart   C4I Systems Analyst   TE	Research Required	26-Apr-2006	No
Terminate   Replace	<a href="#">Basham, Craig</a>	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	09-Jul-2004	No
Terminate   Replace	<a href="#">Bush, Brian</a>	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	15-Nov-2001	No
Terminate   Replace	<a href="#">Connelly, Brian</a>	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	03-Nov-2005	Yes
Terminate   Replace	<a href="#">Doran, David</a>	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	06-Apr-2001	No
Terminate   Replace	<a href="#">Fay, John</a>	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	27-Oct-2003	Yes

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)

	# Positions	Available	Job Position / Location Details	Job Status
<a href="#">Select</a>	33	5	Stuttgart   C4I Systems Analyst   TE	Approved
<a href="#">Select</a>	3	0	Stuttgart   C4I Systems Hardware Analyst   TE	Approved
<a href="#">Select</a>	1	0	Stuttgart   C4I Systems Instructor Analyst   TE	Approved
<a href="#">Select</a>	1	0	Stuttgart   C4I Systems Master IRM Analyst   TE	Approved
<a href="#">Select</a>	4	3	Stuttgart   C4I Systems Requirements Analyst   TE	Approved
<a href="#">Select</a>	2	1	Stuttgart   C4I Systems Security Analysts   TE	Approved

Tuesday, May 02, 2006

DoD Contractor Personnel Office

Local intranet

Step 3: Generate Application

## Maintaining applicants / positions

**Every time you create an applicant for a position, the “Available” column is reduced by one.**

**Once the available count is 0, you may not select anymore applicants UNLESS you Remove, Terminate or Replace one applicants in the position/location.**

**Note also, that if a particular Job is Disapproved or “New” (i.e., pending review by DOCPER), the Select link will be grayed out.**

The screenshot shows the DOCPER interface for managing applicants and positions. The top navigation bar includes 'Generate | View Applicants', 'logout', and a print icon. The main content area displays a table of applicants with columns for Action, Name, Position Location, Application Status, Status Date, and ME?. The 'Action' column contains links for Remove, Terminate, and Replace. The 'Replace' link for the first applicant is highlighted with a red box. Below this table is a note about approved positions, followed by another table showing job positions with columns for Select, # Positions, Available, Job Position / Location Details, and Job Status. The 'Select' link for the first position is also highlighted with a red box. The bottom of the screen shows the date (Tuesday, May 02, 2006), the DoD Contractor Personnel Office, and a Local intranet link.

Action	Name	Position Location	Application Status	Status Date	ME?
<a href="#">Remove</a>	Arbuckel, Armand	Stuttgart   C4I Systems Analyst   TE	Research Required	26-Apr-2006	No
<a href="#">Terminate</a>   <a href="#">Replace</a>	Basham, Craig	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	09-Jul-2004	No
<a href="#">Terminate</a>   <a href="#">Replace</a>	Bush, Brian	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	15-Nov-2001	No
<a href="#">Terminate</a>   <a href="#">Replace</a>	Connelly, Brian	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	03-Nov-2005	Yes
<a href="#">Terminate</a>   <a href="#">Replace</a>	Doran, David	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	06-Apr-2001	No
<a href="#">Terminate</a>   <a href="#">Replace</a>	Fay, John	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	27-Oct-2003	Yes

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant.  
(note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)

Select	# Positions	Available	Job Position / Location Details	Job Status
<a href="#">Select</a>	33	5	Stuttgart   C4I Systems Analyst   TE	Approved
<a href="#">Select</a>	3	0	Stuttgart   C4I Systems Hardware Analyst   TE	Approved
<a href="#">Select</a>	1	0	Stuttgart   C4I Systems Instructor Analyst   TE	Approved
<a href="#">Select</a>	1	0	Stuttgart   C4I Systems Master IRM Analyst   TE	Approved
<a href="#">Select</a>	4	3	Stuttgart   C4I Systems Requirements Analyst   TE	Approved
<a href="#">Select</a>	2	1	Stuttgart   C4I Systems Security Analysts   TE	Approved

Tuesday, May 02, 2006      DoD Contractor Personnel Office      Local intranet

# Delegating to the PM

**The Program Manager (if authorized by the COR) can also log in and see the same screen....**



## Contractor SOFA Accreditation Process

Login  
To login, please enter your email address and password below.

Email:   
Password:

**DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer**

**Contracting Officer Representative Main Menu**

**Welcome to the Contractor SOFA Accreditation Process**

You have been identified as the Program Manager for the Contract listed below.

Processing Options*	Contract Number	Delivery Order	Contract Status
715-9A   Applicants   Request Mod	GS-99F-9999	99-99999-99	c) Form Approved by DOCPER

\* Note: If option "Applicants" is not available, this option is not available based on the current Contract Status.

- Select "715-9A" to create, edit or view the Contract Notification form.
- Select "Applicants" to create, edit or view Applicant(s).
- Select "Request Mod" to request a modification to this Contract.
- Click on the [Contract Number](#) link to see a read-only version of the Contract/Delivery Order.

**DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer**

**Generate | View Applicants**

**George Johnson** Contract: GS-99F-9999 | Delivery Order: 99-99999-99

Below are the Positions currently approved for this Contract/Delivery Order that have NOT been allocated to a potential Applicant. Press the SELECT link to start the process of allocating a position to a potential applicant.

Select	# Positions	Job Position / Location Details
Select	4	TC   Medical Assistant   Kais Gebauede 708 Kaiserslautern-Ensiedlerhof Rheinland-Pfalz
Select	2	TE   Senior Systems Analyst   US Bld Abing Bayern
Select	3	TE   Telecommunications Specialist   Heidelberg Baden-Wurtemberg

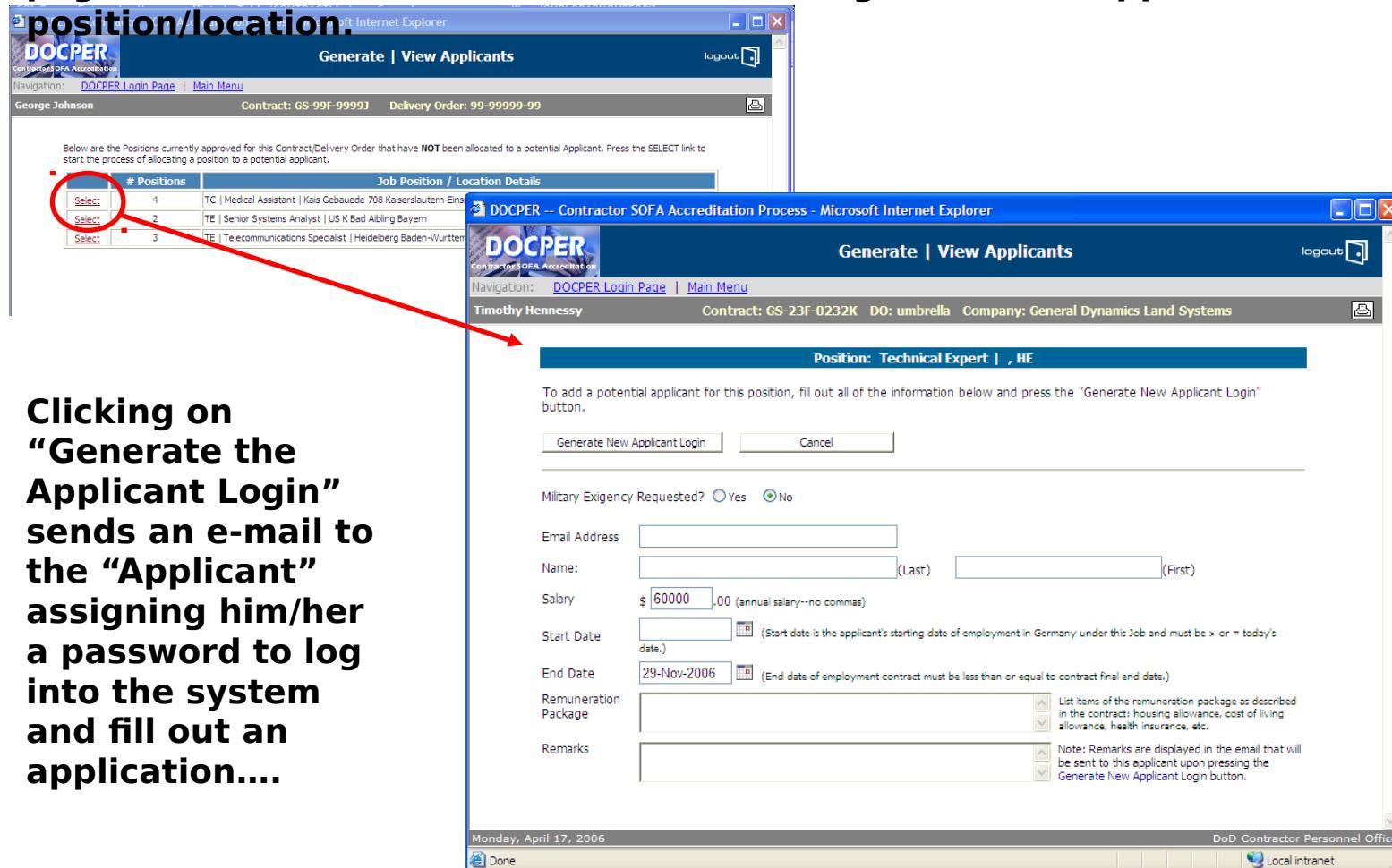
**NOTE: The COR is always responsible**  
**- for the accuracy of the information and**  
**- for transmission to DOCPER.**

**Step 3: COR generates Applicant's DOCPER**

# Generating Applicants

Once the company knows who they wish to submit for accreditation under the contract, either the COR or the Program Manager can enter the name and e-mail address of the “Applicant” into the system.

Once a position is approved, a select button on the View Applicant web page will be ‘enabled’. Click on this link to generate an applicant for this position/location.



DOCPER Contractor SOFA Accreditation

George Johnson Contract: GS-99F-9999J Delivery Order: 99-99999-99

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Below are the Positions currently approved for this Contract/Delivery Order that have NOT been allocated to a potential Applicant. Press the SELECT link to start the process of allocating a position to a potential applicant.

# Positions	Job Position / Location Details
Select	4 TC   Medical Assistant   Kais Gebaeude 708 Kaiserslautern-Eins
Select	2 TE   Senior Systems Analyst   US K Bad Aibling Bayern
Select	3 TE   Telecommunications Specialist   Heidelberg Baden-Wurttem

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

Generate | View Applicants

Timothy Hennessy Contract: GS-23F-0232K DO: umbrella Company: General Dynamics Land Systems

Position: Technical Expert | , HE

To add a potential applicant for this position, fill out all of the information below and press the "Generate New Applicant Login" button.

Generate New Applicant Login Cancel

Military Exigency Requested?  Yes  No

Email Address:

Name:  (Last)  (First)

Salary: \$  .00 (annual salary--no commas)

Start Date:  (Start date is the applicant's starting date of employment in Germany under this Job and must be > or = today's date.)

End Date:  (End date of employment contract must be less than or equal to contract final end date.)

Remuneration Package:

Remarks:

List items of the remuneration package as described in the contract: housing allowance, cost of living allowance, health insurance, etc.

Note: Remarks are displayed in the email that will be sent to this applicant upon pressing the Generate New Applicant Login button.

Monday, April 17, 2006

DoD Contractor Personnel Office

Done Local intranet

Step 3: COR generates Applicant's DOCPER

# Applicant Notification Confirmation Email

.... The COR/PM receives a confirmation that the e-mail was sent.....

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

**Generate | View Applicants** [logout](#)

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

John Smith Contract: GS-99F-9999J Delivery Order: 99-99999-99

Below are the current applicant(s) you have generated a login for this contract/delivery order. To Approve or Deny the application, click on their Name. If you have not received their application and want to send them a reminder, press the SEND link. If you want to remove this person from this Contract/Delivery Order, press the REMOVE link.

	Reminder?	Name	Application Status	Position Location
<a href="#">Remove</a>	<a href="#">SEND</a>	Mary Smith	Submitted for COR Review	TC   Kaiserslautern-Einsiedlerhof, Rheinland-Pfalz
<a href="#">Remove</a>	<a href="#">SEND</a>	Robert Jones	Pending Completion	TE   Bad Aibling, Bayern
<a href="#">Remove</a>	<a href="#">SEND</a>	Bill Norton	Pending Completion	TE   Heidelberg, Baden-Wurtemberg
<a href="#">Remove</a>	<a href="#">SEND</a>	Philip West	Submitted for DOCPER Review	TE   Heidelberg, Baden-Wurtemberg

Below are the Positions currently approved for this Contract/Delivery Order that have NOT been allocated to a potential Applicant. Press the SELECT link to start the process of allocating a position to a potential applicant.

**Microsoft Internet Explorer**

Notification has been sent.

**Job Position / Location**

Kais Gebauede 708 Kaiserslautern-Einsiedlerhof  
Analyst | US K Bad Aibling Bayern  
Analyst | Heidelberg Baden-Wurtemberg

Your LOGIN Information for the Contractor SOFA Accreditation Process...

From: DOCPER\_TESA.Web\_Site@us.army.mil Sent: Sun 1/15/2006 4:42 PM  
To: dennis.p.sullivan@cpcoeur.army.mil  
Cc:  
Subject: Your LOGIN Information for the Contractor SOFA Accreditation Process

You have been identified as a potential applicant for a Department of Defense contract. You must fill out an online application on our website to be considered for this contract.

Your User ID is your email address  
Your Initial Password will be Aaaaaa5681  
(note: you will be prompted to change your password upon your first logon)

To login, click on the link below (or cut and paste the link into your browser address block)

Sunday, January 15, 2006

DoD Contractor Personnel Office

Step 3: COR generates Applicant's DOCPER

## Step 4: “Complete” the Application

### Delegating to the Applicant



**NOTE: The COR is always responsible**  
- for the accuracy of the information and  
- for transmission to DOCPER.

The new Applicant, Mary Smith, can now log in and complete her application.

The screenshot shows the DOCPER login interface. The header features the DoD Contractor Personnel Office logo, the text "DOCPER", and the "Contractor SOFA Accreditation Process". The main area is a "Login" form with fields for "Email" (containing "mary.smith@AOL.com") and "Password" (containing a series of dots). A "Login" button is below the fields. A link "Forgot your password?" is located at the bottom of the form area. At the very bottom of the page, there is a link "Privacy and Security Notice".



Step 4: “Complete” the Application

# Applicant Log-In

Once the applicant logs on, here's the screen she will see.....

The first item is to create her application....

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

**Welcome to the application process!**

Navigation: [DOCPER Login Page](#)

Name Here      Contract: GS-99F-9999J      Delivery Order: 99-99999-99

Please read the Privacy Act Statement. Then select one of these options: 1) Click on the "Create, edit or view your application" link below to fill out your application; 2) Click on the "Submit for Review by the COR" if your application is complete; or 3) Print the data you have filled out so far.

Type of work you are applying for is: Technical Expert   Company: General Dynamics   Location: Heidelberg, Germany

[Create, edit or view your application](#) (circled in red)   [Submit for Review by COR|PM](#)   [Print Final Application](#)

There are three parts that make up your application (click on the "Create, edit or view your application" link above to start this process).

- **General Personal Information**  
Address, phone numbers, etc.
- **Examination of Ordinarily Resident**  
Individuals who are ordinarily resident in the territory of the Federal Republic of Germany in accordance with Article 72/73 NATO SOFA SA at the time commencing work under a contract in Germany are not entitled to exemptions and benefits provided under the provisions of Articles 72/73 NATO SOFA SA. In determining whether an individual is ordinarily resident in Germany, the totality of circumstances are weighed to see whether the individual has shifted the main focus of vital interests from another nation to Germany. This examination does not relate to Article X NATO SOFA.
- **Your "Core" Resume** (place and years of employment, education, etc)

Once you are finished with your application click on the "Submit for Review by the COR" link above.

[Privacy Act Statement](#)

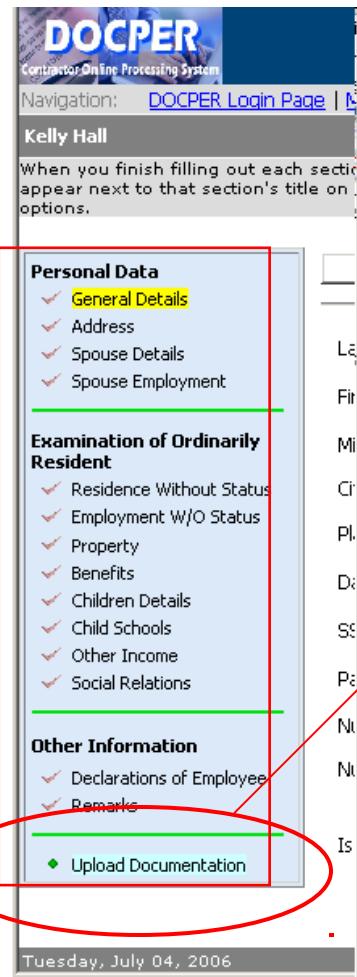
Tuesday, January 17, 2006      DoD Contractor Personnel Office



**Step 4: "Complete" the Application**

# Stepwise Application Completion

**The applicant completes the application, page by page, including uploading application documents.**



Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Kelly Hall

When you finish filling out each section, a checkmark will appear next to that section's title on the left. You can then click the [Next Step](#) button to move to the next section.

**Personal Data**

- ✓ General Details
- ✓ Address
- ✓ Spouse Details
- ✓ Spouse Employment

**Examination of Ordinarily Resident**

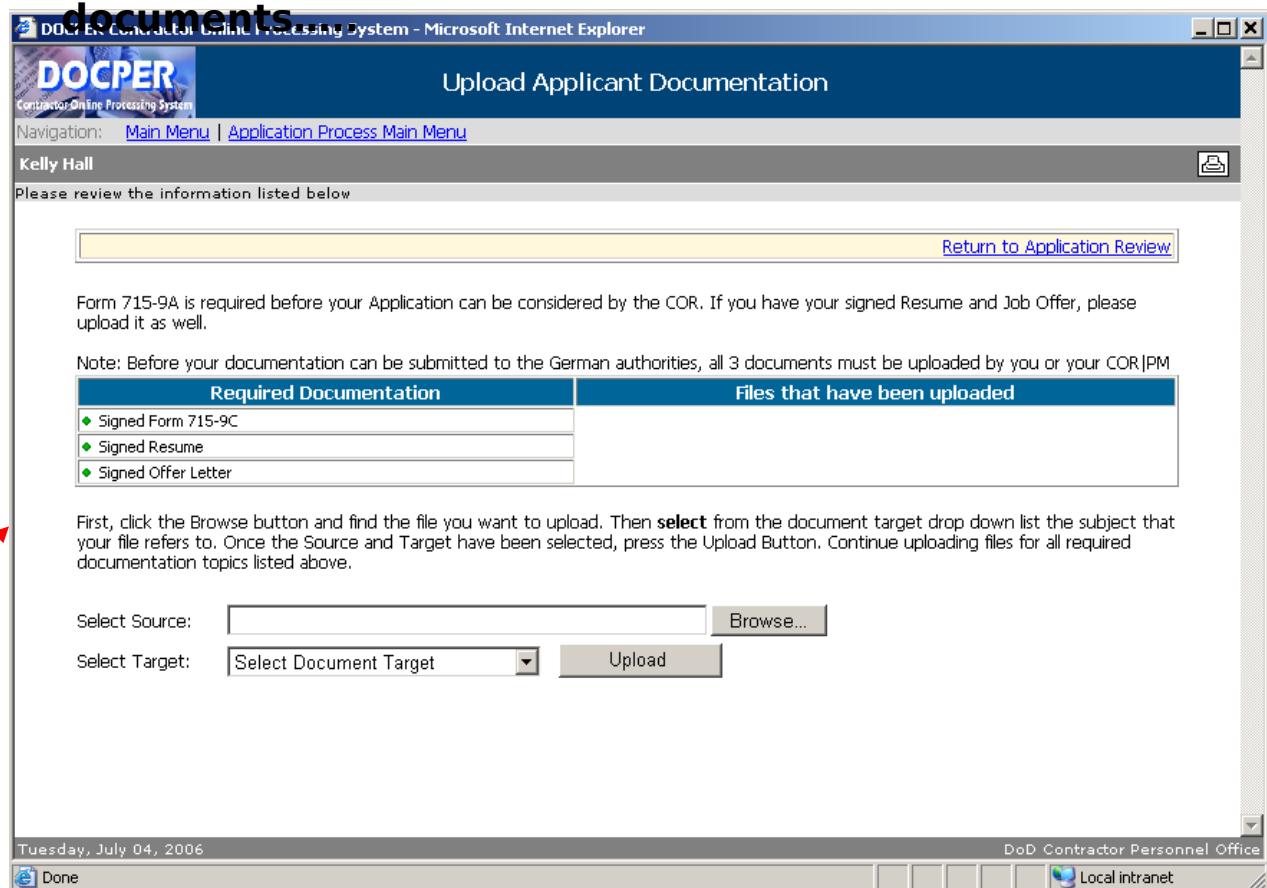
- ✓ Residence Without Status
- ✓ Employment W/O Status
- ✓ Property
- ✓ Benefits
- ✓ Children Details
- ✓ Child Schools
- ✓ Other Income
- ✓ Social Relations

**Other Information**

- ✓ Declarations of Employee
- ✓ Remarks

◆ Upload Documentation

Tuesday, July 04, 2006



DOCPER Contractor Online Processing System - Microsoft Internet Explorer

## Upload Applicant Documentation

Navigation: [Main Menu](#) | [Application Process Main Menu](#)

Kelly Hall

Please review the information listed below

[Return to Application Review](#)

Form 715-9A is required before your Application can be considered by the COR. If you have your signed Resume and Job Offer, please upload it as well.

Note: Before your documentation can be submitted to the German authorities, all 3 documents must be uploaded by you or your COR|PM

Required Documentation	Files that have been uploaded
◆ Signed Form 715-9C	
◆ Signed Resume	
◆ Signed Offer Letter	

First, click the Browse button and find the file you want to upload. Then select from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Select Source:  [Browse...](#)

Select Target:  [Upload](#)

Tuesday, July 04, 2006

DoD Contractor Personnel Office

[Done](#)

Local intranet

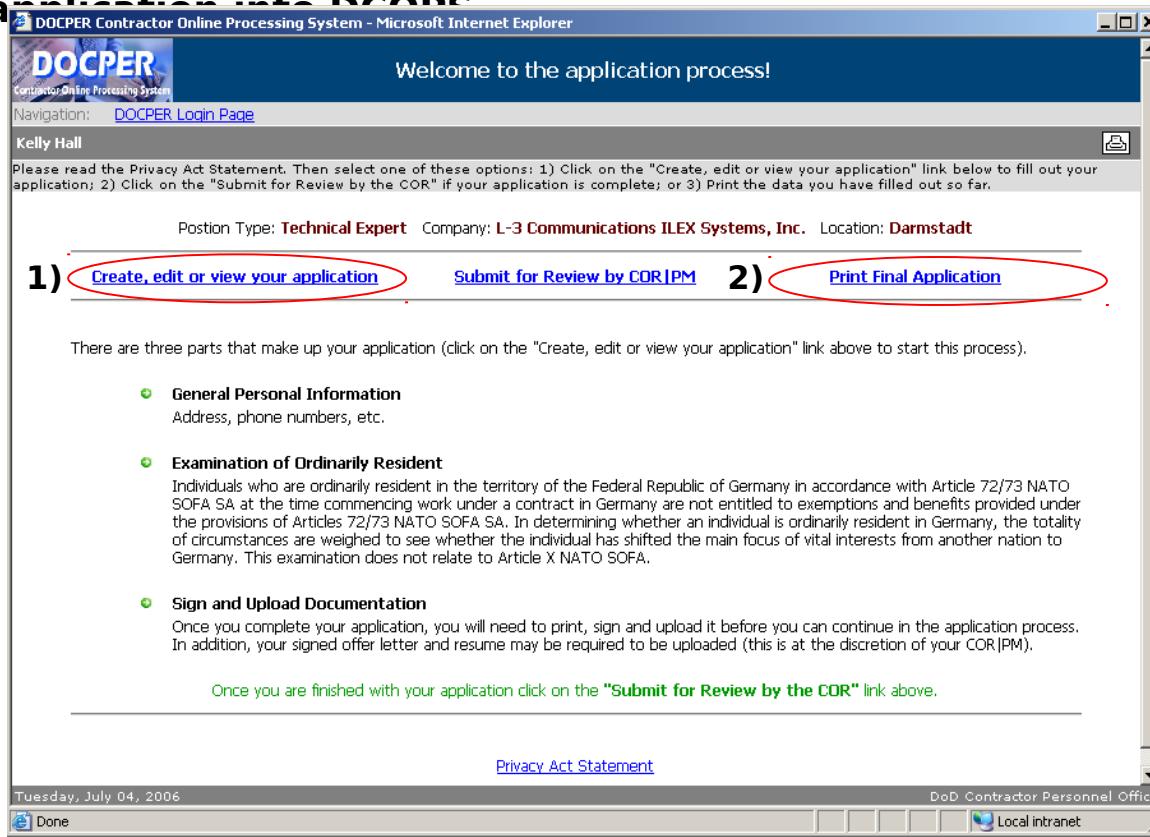


**Step 4: “Complete” the Application**

# Applicant Document Uploading

**1) Applicants can upload their job offer letter and resume. These are not required before the Applicant can submit their application, BUT are required before the COR|PM submits to DOCPER.**

**2) Once the applicant completes entering information, the Form 715-9C is automatically formatted in DCOPS. (Either COR or Applicant) Print the 715-9C, obtain applicant signature, then scan and upload printed and signed application into DCOPS.**



DOCPER Contractor Online Processing System - Microsoft Internet Explorer

Welcome to the application process!

Navigation: [DOCPER Login Page](#)

Kelly Hall

Please read the Privacy Act Statement. Then select one of these options: 1) Click on the "Create, edit or view your application" link below to fill out your application; 2) Click on the "Submit for Review by the COR" if your application is complete; or 3) Print the data you have filled out so far.

Position Type: **Technical Expert** Company: **L-3 Communications ILEX Systems, Inc.** Location: **Darmstadt**

**1)** [Create, edit or view your application](#) **2)** [Print Final Application](#)

There are three parts that make up your application (click on the "Create, edit or view your application" link above to start this process).

- General Personal Information**  
Address, phone numbers, etc.
- Examination of Ordinarily Resident**  
Individuals who are ordinarily resident in the territory of the Federal Republic of Germany in accordance with Article 72/73 NATO SOFA SA at the time commencing work under a contract in Germany are not entitled to exemptions and benefits provided under the provisions of Articles 72/73 NATO SOFA SA. In determining whether an individual is ordinarily resident in Germany, the totality of circumstances are weighed to see whether the individual has shifted the main focus of vital interests from another nation to Germany. This examination does not relate to Article X NATO SOFA.
- Sign and Upload Documentation**  
Once you complete your application, you will need to print, sign and upload it before you can continue in the application process. In addition, your signed offer letter and resume may be required to be uploaded (this is at the discretion of your COR|PM).

Once you are finished with your application click on the "Submit for Review by the COR" link above.

[Privacy Act Statement](#)

Tuesday, July 04, 2006

DoD Contractor Personnel Office

Done Local intranet



**Step 4: “Complete” the Application**

# Upload Verification

If the applicant Reviews or tries to submit their applicant for review,

the system verifies that the Form 715-9C has been uploaded.

File | Main Menu

Position Type: Technical Expert | Company: L-3 Communications ILEX Systems, Inc.

Review Application | Save and Continue | Cancel

edit or view your application | Submit for Review by COR|PM

Navigation: Main Menu | Application Process Main Menu

Kelly Hall

Please review the information listed below

Return to Application Review

Form 715-9A is required before your Application can be considered by the COR. If you have your signed Resume and Job Offer, please upload it as well.

Note, before your application can be submitted to the German authorities, all 3 documents must be uploaded by you or your COR|PM.

Required Documentation	Files that have been uploaded
<input checked="" type="checkbox"/> Signed Form 715-9C	d:\work\Test Form Kelly.rtf
<input type="checkbox"/> Signed Resume	
<input type="checkbox"/> Signed Offer Letter	

First, click the Browse button and find the file you want to upload. Then select from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Select Source:  Browse...

Select Target: Select Document Target

File d:\work\Test Form Kelly.rtf uploaded successfully

Tuesday, July 04, 2006

DoD Contractor Personnel Office

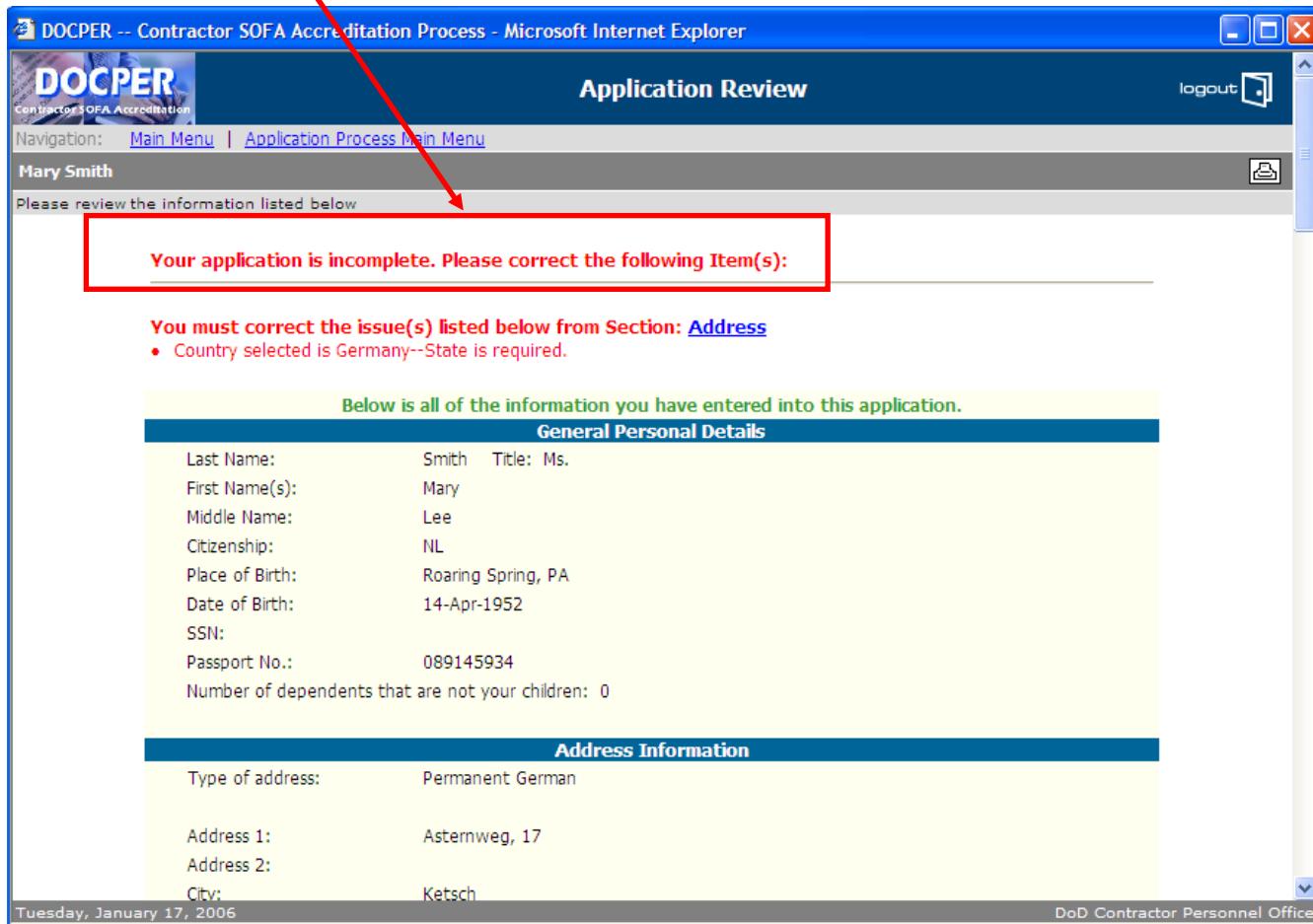
Done | Local intranet



Step 4: “Complete” the Form 715-9C

# Application Completion Verification

If the applicant tries to submit before the application is properly completed, the applicant will be notified of *required information* that must be completed or corrected.



The screenshot shows a Microsoft Internet Explorer window for the DOCPER Contractor SOFA Accreditation Process. The title bar reads "DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer". The main content area is titled "Application Review". A red arrow points from the text "If the applicant tries to submit before the application is properly completed, the applicant will be notified of *required information* that must be completed or corrected." to the error message in the application review screen.

**Application Review**

Navigation: [Main Menu](#) | [Application Process Main Menu](#)

Mary Smith

Please review the information listed below

**Your application is incomplete. Please correct the following Item(s):**

You must correct the issue(s) listed below from Section: [Address](#)

- Country selected is Germany--State is required.

Below is all of the information you have entered into this application.

**General Personal Details**

Last Name:	Smith	Title:	Ms.
First Name(s):	Mary		
Middle Name:	Lee		
Citizenship:	NL		
Place of Birth:	Roaring Spring, PA		
Date of Birth:	14-Apr-1952		
SSN:			
Passport No.:	089145934		
Number of dependents that are not your children:	0		

**Address Information**

Type of address:	Permanent German
Address 1:	Asternweg, 17
Address 2:	
City:	Ketsch

Tuesday, January 17, 2006

DoD Contractor Personnel Office



Step 4: “Complete” the Application

**Once complete, the applicant can submit his/her application to the COR.**

**.... Either from the main menu....**

**.... Or from the applicant form page....**

**Upon submission of the application to the COR, the system will generate an e-mail, notifying the COR that an applicant package has been sent to the COR for review.**

Type of work you are applying for is: Technical Expert Company: General Dynamics Location: Heidelberg, Germany

[Create, edit or view your application](#) [Submit for Review by the COR](#) [Print Final Application](#)

**DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer**

**Submit for Review to the Contracting Officer's Representative**

[Main Menu](#) | [Application Process Main Menu](#)

Mary Smith

Please review the information listed below

All required fields on your application are complete.

If you are ready to print and submit your application for review by John Smith, the Representative for this contract, please click on the SUBMIT button

**NOTE:** Once the SUBMIT button has been pressed, you will **NO LONGER** be able to log in and edit any of the data in your application.

[SUBMIT](#)

[Back To Main Menu Page](#)

Sunday, January 15, 2006

**Review of Application from Contractor SOFA Accreditation Process - M...**

From: DOCPER\_TESA.Web\_Site@us.army.mil Sent: Tue 1/17/2006 9:32 AM  
To: dennis.p.sullivan@coceur.army.mil  
Cc:  
Subject: Review of Application from Contractor SOFA Accreditation Process

Mary Smith has submitted their application for your review.

Contract Number: GS-99F-9999J  
Delivery Order: 99-99999-99

Please log into the TESA system to review this application.

Contact your DOCPER representative if you have any questions.

=====

NOTE: This is an automatically generated message. Please do

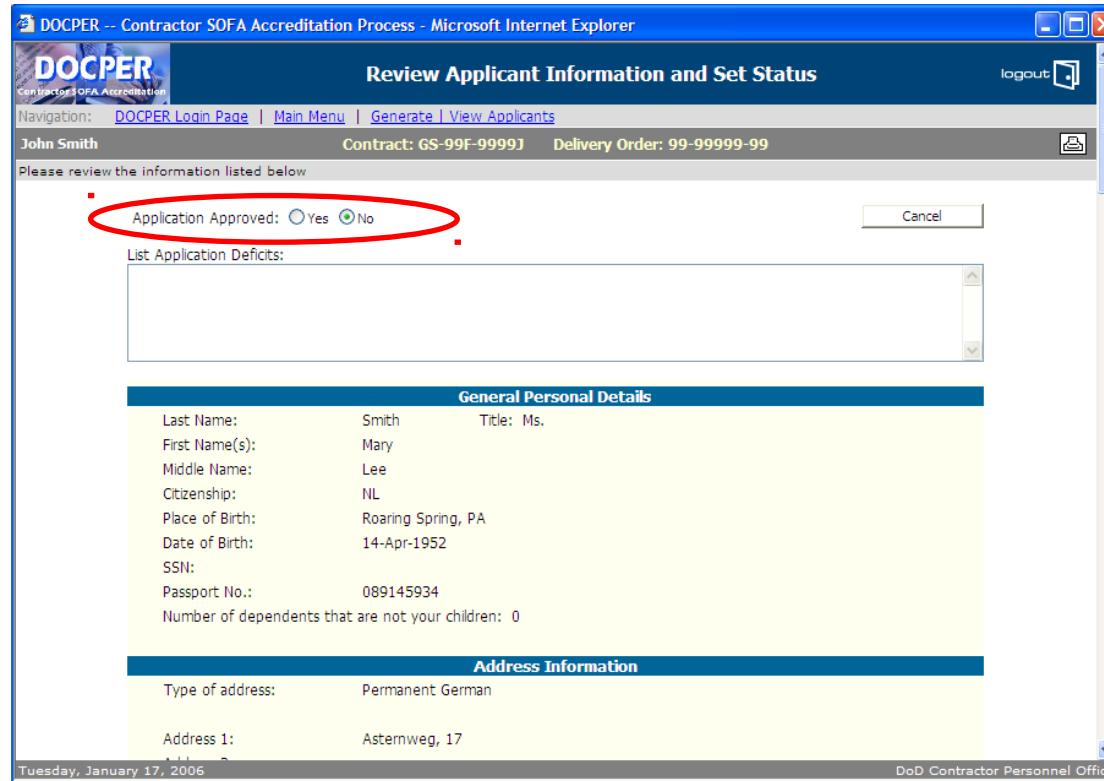


**Step 4: “Complete” the Application**

## COR Application Disapproval

If the application is denied by the COR, or needs further work, he/she can click the “No” radio button, disapproving the application.....

As appropriate, the COR can add comments, or list the application defects needing correction....



DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER  
Contractor SOFA Accreditation

Review Applicant Information and Set Status

Navigation: DOCPER Login Page | Main Menu | Generate | View Applicants

John Smith Contract: GS-99F-9999J Delivery Order: 99-99999-99

Please review the information listed below

Application Approved:  Yes  No

List Application Deficits:

General Personal Details

Last Name:	Smith	Title:	Ms.
First Name(s):	Mary		
Middle Name:	Lee		
Citizenship:	NL		
Place of Birth:	Roaring Spring, PA		
Date of Birth:	14-Apr-1952		
SSN:			
Passport No.:	089145934		
Number of dependents that are not your children: 0			

Address Information

Type of address:	Permanent German
Address 1:	Asternweg, 17

Tuesday, January 17, 2006

DoD Contractor Personnel Office

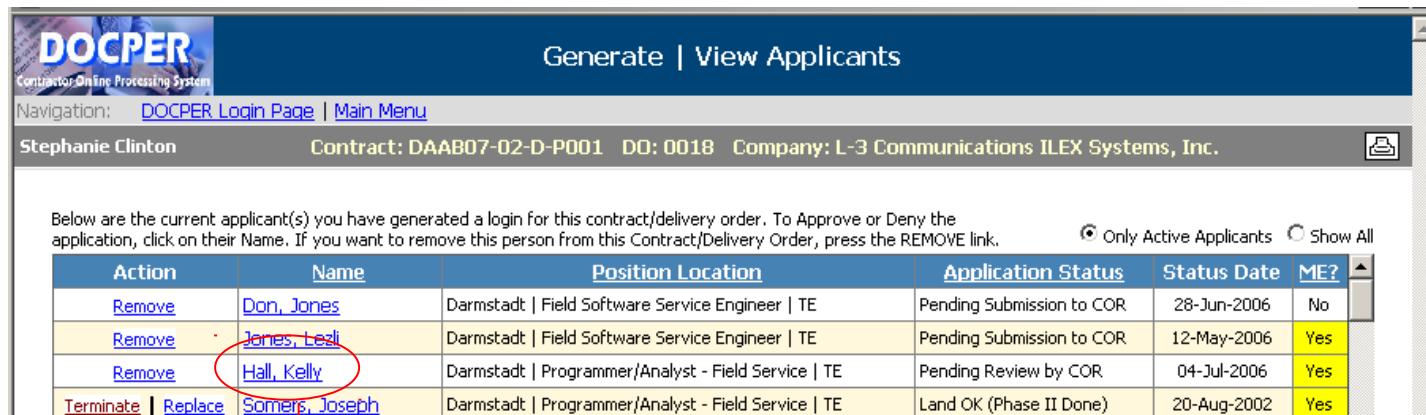
**NOTE: The COR is always responsible**

- for the accuracy of the information and
- for transmission to DOCPER.

**Step 4: “Complete” the Application**

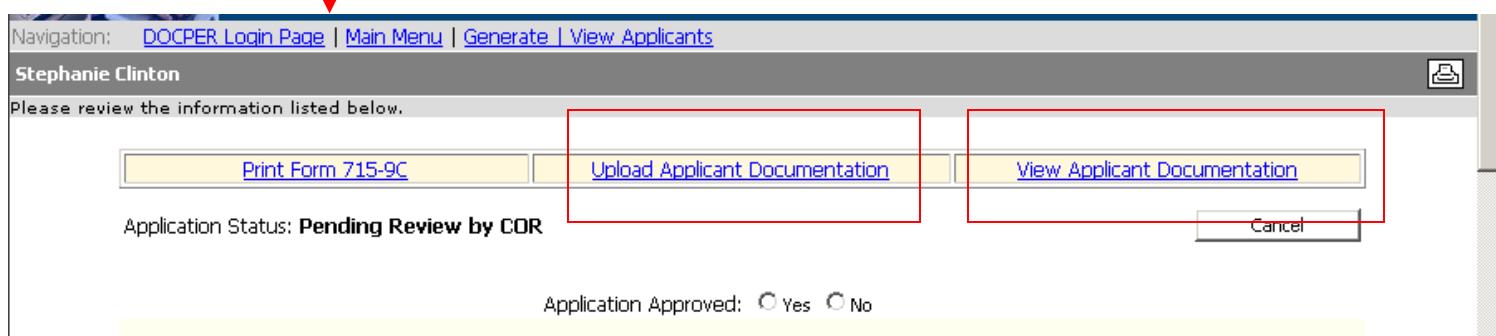
# COR | PM Applicant Document Uploading

Once an applicant has submitted their application for review, access the View Applicant screen and click on their Name.



Action	Name	Position Location	Application Status	Status Date	ME?
Remove	Don, Jones	Darmstadt   Field Software Service Engineer   TE	Pending Submission to COR	28-Jun-2006	No
Remove	Jones, Leslie	Darmstadt   Field Software Service Engineer   TE	Pending Submission to COR	12-May-2006	Yes
Remove	Hall, Kelly	Darmstadt   Programmer/Analyst - Field Service   TE	Pending Review by COR	04-Jul-2006	Yes
Terminate   Replace	Somers, Joseph	Darmstadt   Programmer/Analyst - Field Service   TE	Land OK (Phase II Done)	20-Aug-2002	Yes

Two links have been added to the Review Applicant screen.



Print Form 715-9C	Upload Applicant Documentation	View Applicant Documentation
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Application Status: Pending Review by COR

Application Approved:  Yes  No

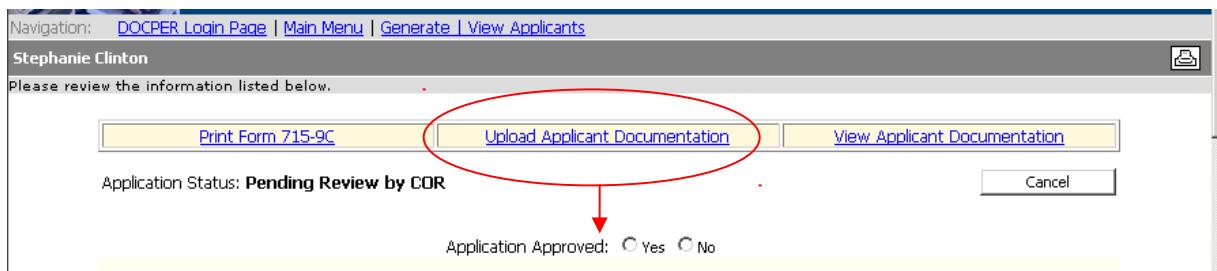
**NOTE: The COR is always responsible**

- for the accuracy of the information and
- for transmission to DOCPER.

**Step 4: “Complete” the**

# Document Upload Monitoring

This screen is the same format as the applicant upload web page WITH the additional required documentation.

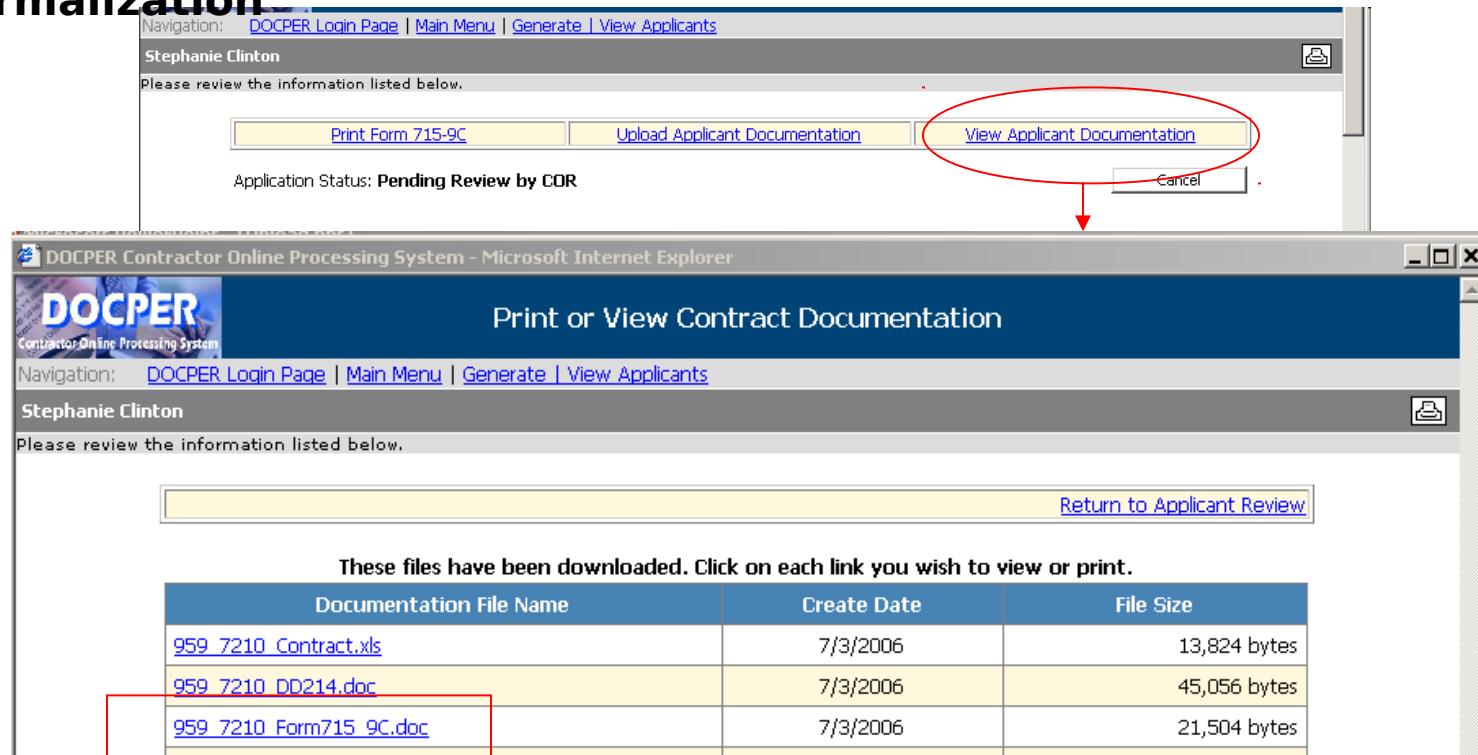


A screenshot of a Microsoft Internet Explorer browser window titled 'DOC PER Contractor Online Processing System - Microsoft Internet Explorer'. The page is titled 'Upload Applicant Documentation'. At the top, it shows the user 'Stephanie Clinton' and the application details 'Contract: DAAB07-02-D-P001 DO: 0018 Company: L-3 Communications ILEX Systems, Inc.'. Below this is a message 'Please review the information listed below.' A red circle highlights the 'Print' icon in the top right corner of the browser window. The main content area contains a table titled 'Required Documentation' and 'Files that have been uploaded'. The 'Required Documentation' table lists items such as 'Signed Form 715-9C (required)', 'Signed Resume (required)', 'Signed Offer Letter(required)', etc. The 'Files that have been uploaded' table shows a single entry: 'd:\work\Test Form Kelly.rtf'. Below the table, instructions say: 'First, click the Browse button and find the file you want to upload. Then Select from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.' A note below states: 'NOTE: If you have multiple files for the same topic (i.e., Licenses; Certifications), you need to combine their into one document before uploading).' At the bottom, there are fields for 'Select Source:' (with a 'Browse...' button), 'Select Target:' (with a dropdown menu and 'Upload' button), and a status bar showing 'Tuesday, July 04, 2006' and 'DoD Contractor Personnel Office'.

You can print this screen of the uploaded documents for your review/records.

Step 4: "Complete" the Application

## Note: File Name “normalization”



Navigation: [DOCPER Login Page](#) | [Main Menu](#) | [Generate](#) | [View Applicants](#)

Stephanie Clinton

Please review the information listed below.

[Print Form 715-9C](#) [Upload Applicant Documentation](#) [View Applicant Documentation](#) [Cancel](#)

Application Status: Pending Review by COR

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

Print or View Contract Documentation

Navigation: [DOCPER Login Page](#) | [Main Menu](#) | [Generate](#) | [View Applicants](#)

Stephanie Clinton

Please review the information listed below.

[Return to Applicant Review](#)

These files have been downloaded. Click on each link you wish to view or print.

Documentation File Name	Create Date	File Size
<a href="#">959_7210_Contract.xls</a>	7/3/2006	13,824 bytes
<a href="#">959_7210_DD214.doc</a>	7/3/2006	45,056 bytes
<a href="#">959_7210_Form715_9C.doc</a>	7/3/2006	21,504 bytes

Note: When you want to view or print a document that has been uploaded, please note that the file name has been **normalized** (renamed).

e.g., the uploaded document 'd:\work\Test Form Kelly.rtf' becomes  
**959\_7210\_Form715\_9C.rtf**.

**959** is our internal contract #; **7210** is our internal applicant ID; **Form715\_9C** is the generic name for this documentation type.

NOTE: DOCPER sees the exact same screen that you do. When an applicant uploads a document it can be viewed by DOCPER—i.e., no further action is ever necessary by you for DOCPER to see anything that an applicant uploads.

**Step 4: “Complete” the**

## “Managing by Status” - Example 2

**The COR or PM can now log in and see that the status of Bill Carter’s application now indicates that the COR has returned it for correction.**

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

Generate | View Applicants

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: GS12345 DO: DL12345 Company: Computer Sciences Corporation

Below are the current applicant(s) you have generated a login for this contract/delivery order. To Approve or Deny the application, click on their Name. If you want to remove this person from this Contract/Delivery Order, press the REMOVE link.

Only Active Applicants  Show All

Action	Name	Position Location	Application Status	Status Date	ME?
Remove	Arbuckel, Armand	Stuttgart   C4I Systems Analyst   TE	Returned for Correction-COR	26-Apr-2006	No
Terminate   Replace	Basham, Craig	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	09-Jul-2004	No
Terminate   Replace	Bush, Brian	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	15-Nov-2001	No
Remove	Carter, Bill	Stuttgart   C4I Systems Analyst   TE	Pending Submission to COR	02-May-2006	No
Terminate   Replace	Connelly, Brian	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	03-Nov-2005	Yes
Terminate   Replace	Doran, David	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	06-Apr-2001	No

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)

	# Positions	Available	Job Position / Location Details	Job Status
Select	33	4	Stuttgart   C4I Systems Analyst   TE	Approved
Select	3	0	Stuttgart   C4I Systems Hardware Analyst   TE	Approved
Select	1	0	Stuttgart   C4I Systems Instructor Analyst   TE	Approved
Select	1	0	Stuttgart   C4I Systems Master IRM Analyst   TE	Approved
Select	4	3	Stuttgart   C4I Systems Requirements Analyst   TE	Approved
Select	2	1	Stuttgart   C4I Systems Security Analysts   TE	Approved

Tuesday, May 02, 2006 DoD Contractor Personnel Office

Local intranet

**Step 4: “Complete” the**

# Step 5: Submit the Application

The COR can then log in.....

... and go the contract....

You have been identified as the Contracting Officer Representative for the Contract(s) listed below.			
Processing Options*	Contract Number	Delivery Order	Contract Status
715-9A   Applicants   Request Mod	GS-99F-99991	99-99999-99	c) Form Approved by DOCPER
715-9A   Request Mod	GS-99F-99991	55-1234-12	f) Applicants Approved by Laender
715-9A   Applicants   Request Mod	NBCHA-99-9999	77-7777-77	g) Mod Requested by COR

\* Note: If option is "grayed-out", that option is not available based on the current Contract Status.

Click on "Applicants"....

Call up the applicant's submission....

A	Remove	Arbuckel, Armand	Stuttgart   C4I Systems Analyst   TE	Research Required	26-Apr-2006	No
1	Remove	Bush, Brian	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	09-Jul-2004	No
2	Remove	Bush, Brian	Stuttgart   C4I Systems Analyst   TE	Land OK (Phase II Done)	15-Nov-2001	No
3	Remove	Carter, Bill	Stuttgart   C4I Systems Analyst   TE	Pending Submission to COR	02-May-2006	No

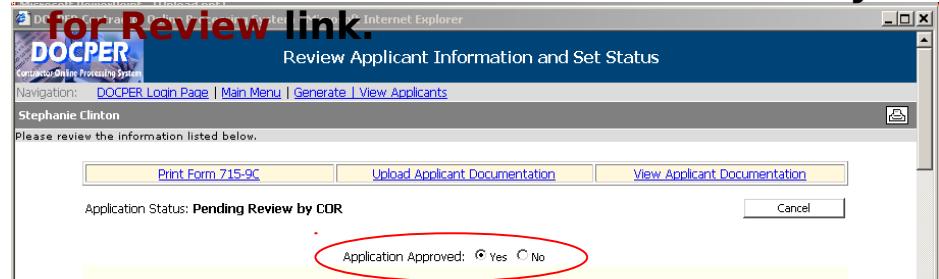
... and review and act on the application.....

 Yes  No'. The page then splits into 'General Personal Details' and 'Address Information' sections. Under 'General Personal Details', fields include Last Name: Smith, Title: Ms., First Name(s): Mary, Middle Name: Lee, Citizenship: NIL, Place of Birth: Roaring Spring, PA, Date of Birth: 14-Apr-1952, SSN: (redacted), Passport No.: 089145934, and Number of dependents that are not your children: 0. Under 'Address Information', fields include Type of address: Permanent German, Address 1: Astemweg, 17, Address 2: (redacted), City: Ketsch, State: Sachsen (Saxony), Postal Code: 68775, Country: DE, and Home Phone: 049-6202-5753241. At the bottom, the date is Tuesday, January 17, 2006, and the footer says 'DoD Contractor Personnel Office'."/>

# Submit the Application for Phase II Review

Once all the documentation has been uploaded, the 'Digital Request Memo' includes a list of statements that the COR certifies when submitting this applicant to DOCPER.

Please read these statements carefully before pressing the **Submit to DOCPER For Review** link.



DOCPER Contractor Online Processing System - Microsoft Internet Explorer

Review Applicant Information and Set Status

Navigation: DOCPER Login Page | Main Menu | Generate | View Applicants

Stephanie Clinton

Please review the information listed below.

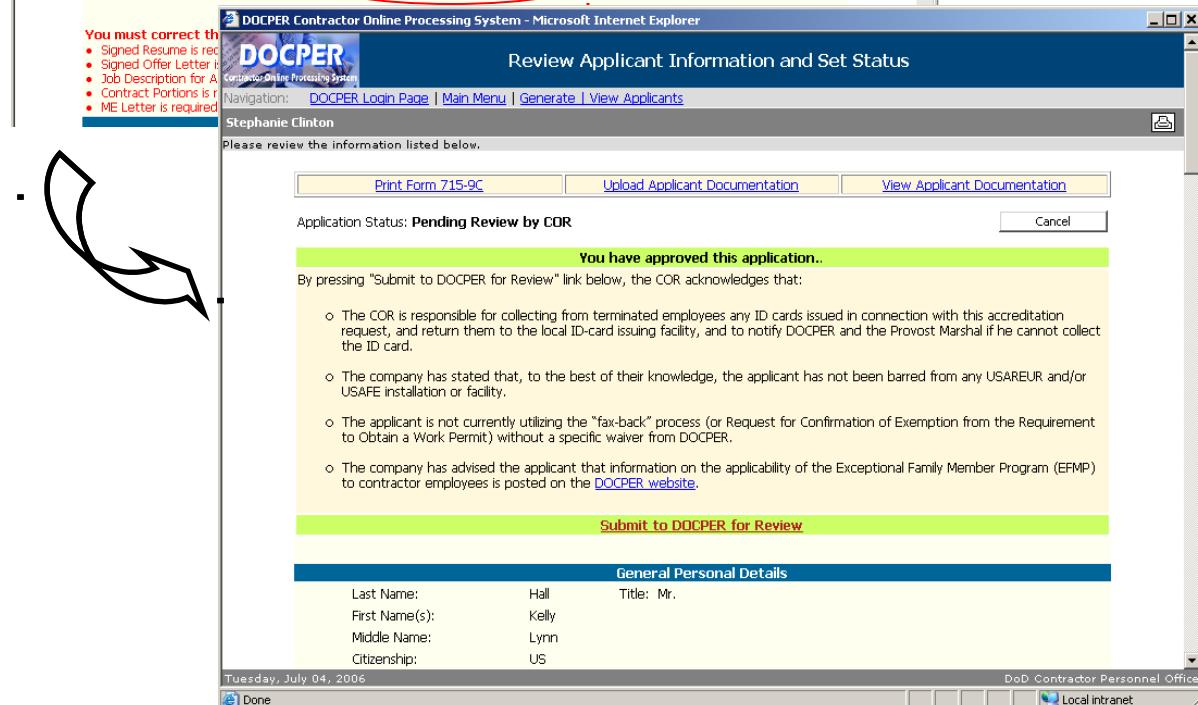
[Print Form 715-9C](#) [Upload Applicant Documentation](#) [View Applicant Documentation](#) [Cancel](#)

Application Status: Pending Review by COR

Application Approved:  Yes  No



## Phase II: Application Approval



DOCPER Contractor Online Processing System - Microsoft Internet Explorer

Review Applicant Information and Set Status

Navigation: DOCPER Login Page | Main Menu | Generate | View Applicants

Stephanie Clinton

Please review the information listed below.

[Print Form 715-9C](#) [Upload Applicant Documentation](#) [View Applicant Documentation](#) [Cancel](#)

Application Status: Pending Review by COR

You have approved this application..

By pressing "Submit to DOCPER for Review" link below, the COR acknowledges that:

- The COR is responsible for collecting from terminated employees any ID cards issued in connection with this accreditation request, and return them to the local ID-card issuing facility, and to notify DOCPER and the Provost Marshal if he cannot collect the ID card.
- The company has stated that, to the best of their knowledge, the applicant has not been barred from any USAREUR and/or USAFE installation or facility.
- The applicant is not currently utilizing the "fax-back" process (or Request for Confirmation of Exemption from the Requirement to Obtain a Work Permit) without a specific waiver from DOCPER.
- The company has advised the applicant that information on the applicability of the Exceptional Family Member Program (EFMP) to contractor employees is posted on the [DOCPER website](#).

**Submit to DOCPER for Review**

Last Name: Hall Title: Mr.  
First Name(s): Kelly  
Middle Name: Lynn  
Citizenship: US

General Personal Details

Tuesday, July 04, 2006

[Done](#) [Local intranet](#)



**Desired Outcome:  
Phase II Complete:  
applicant approved**

**Step 5: Submit the  
Digital Request Memo**

# **Continuous DCOPS Improvement....**

- The preceding pages give you a feeling for how DCOPS works
  - As we get more feedback regarding system issues, DOCPER will refine this guidance.
  - We plan to keep the guidance at less than 50 pages.
  - Please provide comments or questions to:  
[william.kruft@us.army.mil](mailto:william.kruft@us.army.mil), DOCPER